

KARC

PLANNING CONSULTANTS, INC.

Kelly Libolt, AICP

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EDUCATION

A.S. Business Administration & Marketing

Dutchess Community College 1988

B.S. Business Administration & Marketing

SUNY New Paltz 1990

M.S. Environmental Studies

Bard College 1996

CERTIFICATIONS

DBE Certified

WBE in NY and NJ

US SBA WOSB & EDWOSB

PROFESSIONAL EXPERIENCE

KARC Planning & Consultants

2008 – Current | Proprietor

Oversight of all company day to day operations, organize and implement development of corporation, development of all corporate contracts, proposals, business development/marketing and collateral, identification of key clients, development of project proposals and negotiation of project contracts, management of monthly billing and collections, management of all technical projects from conception through the preparation of development drawings, coordination of all required permitting and construction.

Fuss & O'Neill Engineering Consultants

2007 – 2009 | Title Here

Managed daily operations of New York offices including office leasing, employee staffing, oversaw all business development, Identified and coordinated partnering opportunities, managed proposal process and execution of all client and subcontractor contracts, developed and implemented Strategic Plan for New York offices and development and implemented plan for expansion of corporate services into the New York market, coordination of all marketing initiatives, oversight of all technical projects, coordination of all projects through permitting at the local, regional and state level, oversight of development of bidding documents and process, supervised construction of all projects, managed all billing and client/subcontractor A/R issues.

PROFESSIONAL EXPERIENCE

The Chazen Companies

2003 – 2007 | VP Marketing & Business Development

Managed staff in the day to day operations and workflow of fast paced dynamic marketing and business development department, working under tight deadlines in collaboration with senior management, project managers, staff and clients.

1995 – 2007 | Senior Client Manager

Strategy development for significant clients, managed team meetings and daily design coordination, managed all team project budgets, managed all attendance at all governmental meetings, managed proposal process of client and subcontractor contracts, managed all billing and client/subcontractor A/R issues.

1995 – 2003 | Director Wireless Services

Initiated and expanded the development of a new corporate wireless division, Including: Preparation of business plans for new division, Identified and secured new client base expansion into New England, Identified and taught new state development regulations to wireless department, Interviewed, hired and managed staff, managed new corporate office in Boston Massachusetts, designed pricing for all new services, initiated first program to integrate technical teams in different geographical offices, developed standard wireless process manual and standard wireless design detail book, developed separate standard wireless drawings for each major client.

1994 – 1995 | Senior Project-Client Manager

Oversight of significant projects, coordination with technical leads on integration of project components, designed and introduced new processes to company, Identified internal design team, managed all team meetings and daily design coordination, managed all team project budgets, identification of out of scope tasks, managed proposal process of client and subcontractor contracts, managed all billing and client/subcontractor A/R issues.

1992 – 1994 | Associate Planner

Preparation of Part I, II and III Environmental Assessments, environmental impact statements, variance applications/special permit applications, review of technical reports appending EIS documents, SEQRA documentation in support of EIS process (notifications, Scoping documents negative declarations, findings statements), review of applications on behalf of municipal officials, preparation of project proposals and management of budgets/billing.