

Tyler Leppanen

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Education

Master's of Public Administration, Graduate August of 2016

School of Public Affairs and Administration at Western Michigan University, Lansing, MI

- Course work includes: Public Performance and Information Technology, Legislative Relations, Principles of Public Budgeting, Grant Writing for Non-Profits, Intergovernmental Relations, Local Government Administration, Political Economy, Supervisory Skills.
- Spring 2014 MPA Scholar Award

Bachelor of Arts in Political Theory and Constitutional Democracy, *Graduated August 2012*

James Madison College at Michigan State University, East Lansing, MI

- Course work includes: Classical Republicanism, Comparative Citizenship, Intro Study of Public Affairs, Politics and Markets, Law and Social Groups, Contemporary Developments in American Politics, Introduction to Microeconomics, Introduction to Macroeconomics, Statistical Methods.
- *MSU Dean's list August 2012*

Experience

Assistant Community Development Director

July 2016-Present

City of Owosso

- Assist in the organization and management of Planning Commission and related activities
- Staff liaison to Parks & Recreation Commission tasked with leading the Commission and implementing its vision
- Identify and administer CDBG programs and other federally funded grant programs
- Promote the maintenance of existing housing stock of the city and to connect citizens to resources
- Participate in overseeing the vacant and rental registration and inspection programs

Housing Program Manager, Administrator of Shiawassee County Housing Rehab Program

June 2014-July 2016

City of Owosso

- Managed Shiawassee County \$350,000 CDBG Homeowner Rehabilitation Grant
- Managed City of Owosso \$188,000 CDBG Downtown Rental Rehabilitation Grant
- Provide incentive programs for the development of affordable rental units
- Participate in overseeing the vacant and rental registration and inspection programs
- Promote the maintenance of existing housing stock of the city and to connect citizens with housing resources

City Manager Intern

January 2014-June 2014

Owosso City Manager's Office

- Assist City Manager in office functions
- Attend and participate in meetings with city officials; Human Resources, Public Safety, Building, DDA
- Engaged in the execution of the City's Master Plan
- Maintain and build positive community and public relations
- Developed performance measurements to strategically monitor for improvement opportunities

Student Assistant

January 2014-June 2014

Michigan Department of Education

- Responsible for reviewing childcare provider applications for accuracy and completeness
- Created scanned provider files
- Provided customer service and relations via phone and email

Campaign Intern

November 2013- December 2013

Mark Schauer for Governor of Michigan, Lansing, MI

- Perform administrative office functions such as: filing, data entry, and coordinating events
- Manage NGPVAN, campaign compliance software
- Assist Campaign Staff in field, communications, and finance daily operations

Legal Assistant

September 2013 – December 2013

Nan Elizabeth Casey PLLC, Lansing, MI

- Respond quickly and efficiently to legal inquiries and concerns by determining needs through personalized contact
- Perform administrative office functions such as: filing, data entry, filling orders, coordinating events, and preparing/scheduling meetings
- Search for and study legal documents to investigate facts and law of cases, to determine causes of action and to prepare cases

Legislative Intern**January 2013- August 2013**

Representative Collene Lamonte and Representative Marcia Hovey-Wright, Lansing, MI

- Continue management of external and internal communications for both Representative's offices
- Selected to assist in the coordination of events; town halls, press releases, and additional community meetings
- Facilitate and manage responses to constituent concerns in addition to drafting letters for grants, memorials, and tributes
- Responsible for researching legislation and policy issues
- Selected to manage Representative Hovey-Wright's schedule

Deputy Campaign Manager**October 2012 - November 2012**

Minority Floor Leader Kate Segal, Battle Creek, MI

- Owned management responsibilities of campaign finances as well as all travel logistics
- Assisted in the recruitment and coordination of volunteers
- Provided general assistance to Representative Segal
- Developed and maintained public relations during canvasses, fundraisers, and additional campaign activities for Democratic candidates

Legislative Intern**September 2012 - December 2012**

Minority Floor Leader Kate Segal, Lansing, MI

- Further developed communication skills by assuming role of constituent concerns responder
- Selected to draft letters for grants, memorials, tributes advancing my writing proficiency
- Executed timely delivery of legislative materials to other Legislators
- Leveraging legislative office knowledge by managing and organizing casework

Session Intern**May 2012 - December 2012**

House of Representatives, Lansing, MI

- Assisted Sergeants at Arms to ensure the legislature operated timely
- Managed and facilitated daily tasks to elevate Legislator needs

Legislative Intern**May 2012- August 2012**

Representative Joan Bauer, Lansing, MI

- Further developed communication skills by assuming role of constituent concerns responder
- Selected to draft letters for grants, memorials and tributes advancing my writing proficiency
- Executed timely delivery of legislative materials to other Legislators
- Leveraging legislative office knowledge by managing and organizing casework

Community Involvement / Skills

Elected Treasurer of the Shiawassee County Homeless Coalition, member of the Owosso Rotary Club and Public Relations Committee Chair
Proficient with Microsoft Office (Word, Access, Excel, Powerpoint & Outlook), NGPVAN, BS&A Software, and extensive Internet research knowledge

Certified in UPCS inspection standards

MEDC Redevelopment Ready Communities training

Intermediate Spanish language competency

Lansing Eastern High School Assistant Wrestling Coach - December 2008- March 2011