Lisa Reaney

Lisa.Reaney@tn.gov

1510 Belle Oaks Drive, Murfreesboro, TN 37130

615.624-7428 Home 615.741.1641 Work

Skills

* Excellent organizational skills managing multiple projects
* Strong customer service skills
* Superior computer & data entry proficiency

professional Experience

**State of Tennessee Department of Transportation**

Aeronautics Division

Transportation Planner III 2013 – Present

* Airport Layout Plan Set Reviewer
* AWOS Program, NAVAID and Instrument Procedures Coordinator
* Blackcat Grant Management Program, End User
* Grant Assurances and Compliance Complaints Coordinator
* Landing Area Safety Inspector for General Aviation
* Science Technology Engineering & Mathematics (STEM) Education Coordinator

**State of Tennessee Department of Transportation**

Planning Division

Transportation Planner III 2012 – 2013

* Conduct major studies and analyses in specialized or generalized areas of transportation planning
* Prepare reports with recommendations; lead less experienced planners in work
* Work with local governments and others in developing and implementing transportation grants.
* Review schedules, need studies and priority data and the availability of State and Federal funds in order to prepare usable work programs.
* Participate in special program coordination such as may relate to airport development and bridge replacement programs.

**Powers Hill Design, LLC** 2011 – 2012

Executive Assistant & Environmental Specialist

* Executive assistant to President and Chief Operating Officer for boutique design engineering

firm, duties included helping to coordinate and plan daily meetings and activities.

* Keep records such as daily payroll hours and assist other employees with enrolling in personal health benefits.
* Prepare categorical exclusion environmental documents for Chief Operating Officer to review and submit to the State of Tennessee Environmental Division for roadway projects.

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**Caris Healthcare, LLC** 2008 - 2011

*Office Manager*

* Assign, train, supervise, and evaluate staff; review patient caseload plans, and equipment needed for each patient and brief staff of twenty (20) accordingly.
* Supervise and participate in the operation of a variety of light office equipment such as computer, fax and copy machine. Online training resources used for continuing education outreach.
* Write specifications for new equipment and tools; keep medical records for each patient, including durable medical equipment from several companies.
* Keep records such as payroll and health benefits and equipment operation costs.

**State of Tennessee Department of Transportation** 2000 - 2008

Environmental Division

Transportation Planner I, II, and III

* Assist in the monitoring and processing of federal aid programming documents used in planning and programming construction and maintenance of highways, roads, bridges, rights-of-way, and related transportation projects.
* Carry out, interpret, and enforce existing policy and procedure in the conduct of transportation planning studies and analyses.
* Prepare, check, and review important, detailed and complex environmental records and reports.
* Perform a variety of personal contacts with individuals inside and outside the organization including grantees, consultants, local government, federal agencies, private industry, and other entities in furnishing and obtaining information, and explaining rules, regulations and procedures.

Education

**middle tennessee State University** murfreesboro, TN

Master of Education Degree, Aerospace 1998

Bachelor of Science Degree, Aerospace Administration 1997

**Lebanon High School** Lebanon, TN

High School Diploma 1988

professional memberships & associations

Castle Heights Military Academy, Alumni Civil Air Patrol, Aerospace Education Member Phi Kappa Phi National Honor Society, Middle Tennessee State University Chapter Women in Aviation, Member Community Outreach Coordinator