

Stephanie Yee-Kay Chan

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Home: (United States)

WORK EXPERIENCE

Innovative Projects Analyst (Housing and Community Development Rep II)

California State Department of Housing and Preservation [22 Feb 2024 – Current]

City: Sacramento

Country: United States

-Review and administer loans, grants or development contracts including responsibility for approval or denial of varied and difficult loans, grants or development contracts for the predevelopment, development, rehabilitation, or construction of housing, economic and community development projects

Senior Urban Planner, Land Use Division

Manhattan Borough President's Office (New York City Elected Official) [Oct 2018 – Jun 2021]

City: New York, New York

Country: United States

-Develop community engagement strategies and policy proposals with local community boards, advocate on behalf of New York City residents on land use matters, communicating with elected officials during the public reviews process.

- Conduct a technical review of Environmental Impact Statements, NEPA policy and zoning ordinances, and interpret regulations and policies.

- Manage US Department of Housing and Urban Development (HUD) disaster resiliency and hazard mitigation projects, research contract documents and review architectural plans for public infrastructures.

- Track, evaluate and make recommendations on land use and historic preservation applications.

- Engage multiple stakeholders, electeds, and departments as their point of contact on high-profile, sensitive, and complex projects.

- Conduct site inspections for the appropriateness of hazard mitigation proposals as they relate to the Federal Emergency Management Agency (FEMA) 100-year floodplain.

Program Manager

Hester Street (Urban Planning Consulting Firm) [Jun 2021 – Aug 2022]

City: New York, New York

Country: United States

- Project management and budgeting of multiple, highly complex local and federal projects and their compliance related to land use, public policy, and relief funding for disaster assistance programs in COVID-19 recovery.

- Independently monitor projects and lead as primary point of contact for all program applicants, project stakeholders, elected officials, city agencies, and non-profit organizations.

- Coordinate and manage the scope of work and preliminary cost estimates of projects.

- Conduct and document site visits and field inspections to identify potential proposal designs, schedule and scope of work. Manage, train, and supervise multiple project teams.

- Facilitate and coordinate the research and design of program activities, workshops, and public trainings related to community development.

- Conduct the technical research and the writing of reports, research analysis and documentation.

Risk and Resiliency Researcher

Center for Urban Disaster, Risk, Reduction and Preservation [May 2016 – Oct 2018]

City: New York, New York

Country: United States

- Research practices to advance local urban risk reduction and resilience building.

- Edited vast amounts of data for resiliency trends world-wide and environmental risks and impacts.

- Identify and document disaster-related incidences and successful projects to analyze effectiveness of hazard mitigation proposals. - Designed and edited UNISDR publications on disaster resiliency, presented at the Habitat III Conference in Quito, 2016

Graduate Student Researcher

Chinese American Planning Council [Jun 2018 – Aug 2018]

City: New York, New York

Country: United States

- Directly working and organizing with immigrant populations in New York City to develop reports and press releases on citizenship, neighborhood redistricting, affordable housing, education, Census 2020 and more
- Organized attendance at weekly rallies against family separation and immigrant detention

Graduate Student Researcher

Eurasia Group [Jun 2016 – Aug 2016]

City: New York, New York

Country: United States

- Edited vast amounts of data for in-house country analysis and researched publications for the consultation of political trends and their risks/impacts on business and foreign investment climates

Business Contracts, Procurement, and Legal Assistant

SHoP Architects, P.C [Aug 2014 – Oct 2015]

City: New York, New York

Country: United States

- Researched international and domestic urban planning policies to draft architectural competition proposals, agreements and contracts for over 40 projects domestic and international projects.
- Conducted environmental site analysis to include in architectural competition proposals.
- Document and identify scope of work and cost estimates for various public and private facilities related to design, development, and construction.

Urban Policy Research Intern

Center for an Urban Future [Feb 2014 – May 2014]

City: New York, New York

Country: United States

- Conducted policy analysis and interviews with small business owners for the writing and research of two reports detailing NYC's library infrastructure, education policy and workforce development programs.
- Performed site visits to public facilities to determine damages from 2012 Hurricane Sandy including impacts on buildings, sewer systems, and utilities.

Legal administrative assistant

Margolis Law Firm [Jan 2014 – Jul 2014]

City: New York, New York

Country: United States

- Composed USCIS applications for visa and family reunification programs. Provided technical assistance to applicants in order to coordinate effective petitions including affidavits for submission to USCIS
- Researched industry standards to write effective applications for industry-based employment visas.

Research Intern

Center for Gender and Refugee Studies - University of California Hastings [May 2013 – Jan 2014]

City: San Francisco, California

Country: United States

- Led in the design and research process of a "Pro Se Manual" to aid survivors of domestic violence and LGBTQ+ persecution through U.S. processing procedures

Foreign Policy Analysis Intern

U.S. Department of State [May 2012 – Aug 2012]

City: Washington, DC

Country: United States

- Conducted policy and financial analysis on federally funded international programs focused on gender, human trafficking, and forced migration issues.

- Reviewed program documents and edited proposals for federal grants for international non-profits and social projects.

Executive assistant

National Writing Project [Jun 2010 – Jul 2012]

City: Berkeley, California

Country: United States

- Researched non-profit policy and foundation grant making for K-12 literacy programs

- Carried out administrative duties in a nonprofit setting

EDUCATION AND TRAINING

AICP Certified Planner No. 34543

American Planning Association - American Institute of Certified Planners [8 Dec 2022 – Current]

Country: United States

Master of Science in Urban Planning

Columbia University [15 Aug 2016 – 15 May 2018]

City: New York, NY

Country: United States

Bachelor of Arts in Urban Studies

University of California - Berkeley [15 Aug 2010 – 15 Dec 2013]

City: Berkeley, CA

Country: United States

Undergraduate courses in Environmental Design, Architectural Design, Architectural Construction, Energy & the Environment, Geography, Urban Regional Transportation, Geographic Information Systems (GIS)

LANGUAGE SKILLS

Mother tongue(s): **English** | **Cantonese Chinese**

Other language(s): **Spanish** | **Mandarin Chinese**

DIGITAL SKILLS

Adobe (Photoshop, InDesign, Dreamweaver) / Stata (Software for Statistics and Data Science) / Zotero / Geographical Informational Systems (GIS) / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / AutoCad 2D -3D

PROJECTS

NYCHA Design Build Polo Grounds Pneumatic System

[Jan 2022 – Aug 2022]

I worked with the New York City Housing Authority (NYCHA) to implement a \$31 million large-scale installation of a pneumatic waste collection system that will serve the public housing campuses. Once completed, the project will fully modernize trash collection and disposal methods at the campuses, by retrofitting the existing garbage chute in each building to enable vacuum-based depositing of refuse and recyclables through an underground pipe system.

Local Progress: NYC Council Land Use Training

[Jun 2022 – Aug 2022]

Hester Street partnered with Local Progress and the Advocacy Institute to design a training tailored to the needs of newly elected NYC Council Members around land use and zoning. The training included historic and contemporary applications of land use, showcased the effects of policy on New Yorkers, and illustrated processes and programs relevant to Council Members' work.

Link: <https://hesterstreet.org/projects/nyc-council-land-use-training/>

East Side Coastal Resiliency

[Aug 2020 – Jun 2021]

The East Side Coastal Resiliency (ESCR) Project is a coastal protection initiative, jointly funded by the City of New York and the federal government at the Federal Emergency Management Agency (FEMA), aimed at reducing flood risk due to coastal storms and sea level rise on Manhattan's East Side. Construction on the East Side Coastal Resiliency project began in Fall 2020 and will continue through 2026.

Link: <https://www.nyc.gov/site/escr/index.page>

Vision 2020: New York City Comprehensive Waterfront Plan

[Apr 2018 – Sep 2020]

Vision 2020 sets the stage for expanded use of our waterfront for parks, housing and economic development, and our waterways for transportation, recreation and natural habitats. The 10-year plan lays out a vision for the future with new citywide policies and site-specific recommendations. I conducted research to assess how flood insurance, flood zoning, and building code policies can contribute to waterfront development that is more resilient to climate change, such as re-zoning measures that support retrofitting construction.

Link: <https://www.nyc.gov/site/planning/plans/vision-2020-cwp/vision-2020-cwp.page>

Making Cities Resilient Report 2019

[Aug 2017 – Jul 2019]

During 2017-2018, 214 cities/municipalities from Asia, Americas, Sub-Saharan Africa, and Arab States conducted the preliminary level assessment of the Disaster Resilience Scorecard for Cities, as part of the initiative "Making Cities Sustainable and Resilient: Implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030 at the Local Level", supported by the European Commission. The report articulates the results of these preliminary Scorecard assessments into an analysis of the global trends of resilience actions, reflecting the progress in resilience building at the local level.

Link: <https://www.unisdr.org/campaign/resilientcities/toolkit/article/making-cities-resilient-report-2019.html>

Local Government Powers for Disaster Risk Reduction: A Study on Local-Level Authority and Capacity for Resilience

[Nov 2015 – Nov 2016]

The United Nations Office for Disaster Risk Reduction (UNISDR) in partnership with the Center for Urban Disaster Risk Reduction and Resilience (CUDRR+R), carried out a study from November 2015 to November 2016 to identify the type of authorities and capacities that local governments have for undertaking activities to make cities resilient. This study aimed to provide an overview of authorities and capacities that empower local level action towards the implementation of the Sendai Framework for Disaster Risk Reduction (DRR), as well as the distribution of responsibilities at local level, which is one of the indicators of disaster risk governance. This study also looked into the state of local-level DRR in different geographical contexts in terms of authorities, capacities and responsibilities, as well as the DRR strategies and resilience building efforts of local governments.

Link: http://cudrr.org/wp-content/uploads/2017/07/LG-Powers-for-DRR_2017_Final_20170531.pdf

Graduate Thesis: Innovation, Intention and Inequities: Addressing the Potential Social Impacts of Innovation Districts in Post-Industrial Waterfront Zones Upon Working Class and Minority Neighborhoods

[May 2018 – May 2018]

This paper analyzes how the development of innovation districts in industrial waterfront zones affects the social and environmental vulnerabilities of working class, minority and immigrant neighborhoods towards gentrification. Research uses Sunset Park, Brooklyn as a neighborhood case study and incorporates a mixed-methodology design through archival research and qualitative interviews. This study first defines the pre-existing risks and relationship between industrial use zoning and neighborhood social vulnerabilities through archival research of neighborhood history and recent urban developments.

Link: <https://academiccommons.columbia.edu/doi/10.7916/D8B29BSP>