

# CHARLIE SCHNEIDER

305 E 17<sup>th</sup> Ave. Columbus, OH | 419-860-9827 | charlieschneider17@gmail.com

**December 19<sup>th</sup>, 2023**

Mid-Ohio Regional Planning Commission  
Attn: SUMM-City & Regional Planning Intern-2024  
City and Regional Planning Local Government Summer Intern 2024  
111 Liberty St Unit 100  
Columbus, OH 43215

## **To whom it may concern:**

My name is Charlie Schneider, and I'm writing to express my interest about the internship position at the Mid-Ohio Regional Planning Commission. I am currently a third-year student at the John Glenn College of Public Affairs with minors in Local Government and Economics. I have worked for the City of Lima in various departments, including Public Works, and Housing and Neighborhoods.

I hope to pursue a career in local government, and I think I would be a valuable asset to your organization. I am particularly drawn to MORPC's commitment to sustainable economic development, and I am confident that my background and aspirations align with the goals of the MORPC. I am a diligent worker, a quick learner, and I believe that my strong work ethic and dedication make me an ideal fit for the City and Regional Planning Local Government Summer Intern position.

I look forward to hearing more about this opportunity and discussing my future with the Mid-Ohio Regional Planning Commission. Thank you again for your consideration.

Sincerely,

**Charlie Schneider**

# Charlie Schneider

[schneider.1233@buckeyemail.osu.edu](mailto:schneider.1233@buckeyemail.osu.edu) / Columbus, Ohio 43201 / 419-860-9827

## Education

The Ohio State University, Columbus, OH

May 2025

*Bachelor of Arts in Public Management, Leadership and Policy*

Minor in Local Government and Economics

## Professional Experience

Moritz Law Library Student Assistant September 2023-Present

- Staff the circulation desk and assist patrons with finding resources

Intern, Department of Housing and Neighborhoods, Lima, Ohio Summer 2023

- Compiled a database of eviction notices in the city limits
- Assisted in processing Housing Rehabilitation program applications
- Conducted property maintenance reinspections

Poll Worker, Bath Township, Allen County, Ohio August 2023

- Checked voter identification and voters lists on election day

Intern, Office of the Mayor, Lima, Ohio Summer 2022

- Public Works Department: Worked on the Lima Community Aquatic Center project's material for meetings and compiled Excel sheets regarding how much surrounding Ohio cities charge for their services
- Human Resources Department: Filed and sorted the City of Lima's employee paperwork
- Department of Housing and Neighborhoods: Took photos of tax delinquent properties and updated the Good Neighbor Guide

Panera Associate July 2020-2023

- Proficient in all aspects of food service: food preparation, cashier work, and sanitation

## Volunteer Experience

Oklahoma Cherokee Nation Buck-I-Serv trip May 2023

- Worked on home repair projects for residents in the Tahlequah area

Lima Symphony Orchestra Candlelight concerts at Trinity United Methodist Church 2016-2023

- Volunteered with equipment setup, teardown, and parking

## Relevant Coursework

- Public Service and Civic Engagement
- Leadership in the Public and Nonprofit Sectors
- The United States Constitution and Society Since 1877
- State and Local Government Finance
- Public Policy Analysis



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

111 Liberty St., Suite 111  
Columbus, Ohio 43215  
www.morpc.org

## Intern Reference Check

Intern Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Date: \_\_\_\_\_


1. How long have you known him/her?
2. What was your relationship with the candidate? (Example: Faculty or WorkSupervisor)
3. Does the candidate work cooperatively and collaboratively with others? Please give an example.
4. How dependable is the candidate?
5. How well does the candidate finish projects/responsibilities they have begun? Please rate and explain.

**William Murdock, AICP**  
*Executive Director*

**Chris Amorose Groomes**  
*Interim Chair*

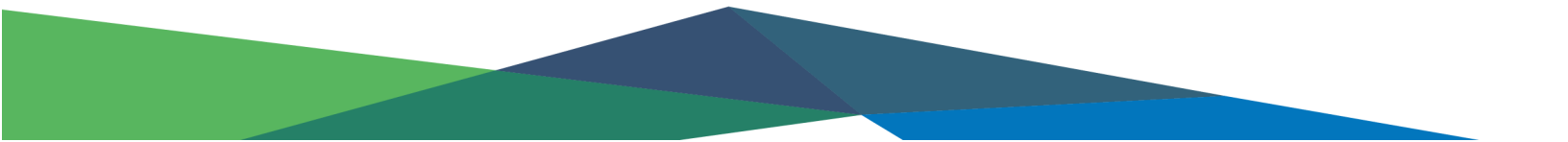
**Michelle Crandall**  
*Interim Vice Chair*

**Ben Kessler**  
*Interim Secretary*



6. Is there any additional information you would like to share about the candidate?

7. What is your recommendation for this candidate for MORPC's Local Government Summer Internship program?





MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

111 Liberty St., Suite 111  
Columbus, Ohio 43215  
www.morpc.org

### Intern Reference Check

Intern Name: Charlie Schneider

Reference Name: Carmillia Zion

Date: 12/28/23

1. How long have you known him/her?  
One year and a half
2. What was your relationship with the candidate? (Example: Faculty or WorkSupervisor)  
Work Supervisor
3. Does the candidate work cooperatively and collaboratively with others? Please give an example.  
Yes he does. In my department we have a feww different divisions and Charlie has had to work with each of those, whether that was property maintenance or dealing directly with clients in the home repair programs.
4. How dependable is the candidate?  
I think he was very dependable. He showed up for work on time eager to work and if he needed to communicate about time off he did so in advance.
5. How well does the candidate finish projects/responsibilities they have begun? Please rate and explain.  
On a scale of 1-10 I rate Charlie a 10. Every assisgnment he was given, was completed as directed and he asked questions to make sure he understood at each step. Creating spreadsheets, filing, sending out letters etc.

**William Murdock, AICP**  
Executive Director

**Chris Amorose Groomes**  
Interim Chair

**Michelle Crandall**  
Interim Vice Chair

**Ben Kessler**  
Interim Secretary



6. Is there any additional information you would like to share about the candidate?

Charlie worked well in our department culture, he has been a great addition during the summer months.

7. What is your recommendation for this candidate for MORPC's Local Government Summer Internship program?

I recommend that you hire Charlie for your internship program.

