

TONI BONAR, AICP  
7101 WEST ACOMA DRIVE  
PEORIA ARIZONA 85381  
CELL: 623.810.9490  
EMAIL: TBONAR@COX.NET

## SKILLS SUMMARY

Over 20 years management experience, including ten years of expertise in the design, entitlement, and planning of residential, commercial, and mixed-use projects. Highly knowledgeable in project management, due diligence, regulatory documentation, and land planning. Prior to graduation from Arizona State University and land planning, over 14 years of business, office management, and accounting experience.

## CAREER HISTORY

### **Planning Manager/Project Manager, CMX, Phoenix, AZ (August 1999-May 2009)**

Over a ten year period, advanced from entry level planner 1 position to planning manager for engineering and planning firm. Responsible for project management and oversight of projects from due diligence, research of constraints and opportunities, initial design, general plan amendments, and rezoning to coordination with clients, public agencies, and the various engineering entities.

- Management and scheduling of professional staff from administrative, CAD technicians, graphic specialists, and land planners; totaling 19.
- Proposal preparation outlining scope of work and fee estimate.
- Project management of large master planned communities, integrating all aspects of planning, environment planning, survey, civil engineering, water resources, traffic engineering, and occasionally construction management disciplines.
- Entitlement of properties ranging from 35 to over 7,000 acres, consisting of annexation, general plan amendments, and rezoning.
- Prepared and maintained project schedules.
- Design and/or coordination of land use plans and conceptual site plans for a variety of projects ranging from a typical subdivision to rural developments incorporating a range of opportunities, encompassing topographical features, floodway and floodplains, section 404 washes, and other physical features.
- Responded to Requests for Proposals.
- Jurisdictional delineation of Waters of the U.S. under Section 404 of the Clean Water Act for numerous projects; some as large at 20,000 acres.

### **Office Manager, Coastal-West Industries, Phoenix, AZ (September 1995-August 1999)**

Responsible for all aspects of office management for a private label brokerage firm while pursuing degree in Housing and Urban Development at Arizona State University.

- Converted to and implemented accrual accounting system.
- Managed brokerage and accrual tracking and collections for over 100 vendors.
- Resolved inconsistencies between clients, vendors, and distributors regarding product concerns.

**Office Manager, Monson Floor Covering, Phoenix, AZ (September 1992-September 1995)**

Responsible for all aspects of office management for a local flooring company, while pursuing architectural degree at Arizona State University.

- Designed, implemented, and managed accounting system for existing firm.
- Controlled and maintained all payroll and insurance for 20 employees.
- Researched and responded to customer complaints regarding scheduling and installation.

**Office Manager, Market Engineers, Villa Park, CA (June 1990-September 1992)**

Responsible for all aspects of office management, from customer service to preparation of financial statements for a firm specializing in the importation and sales of commercial freezers while pursuing an architectural degree.

- Reorganized and maintained accounting systems for existing firm.
- Responsible for all outbound correspondence.
- Processed and follow through on all customer orders.

**Owner/Operator, Bonar Construction Company, Peoria, AZ (December 1983-June 1990)**

Owned and operated construction contracting firm for over six years and was responsible for all aspects of business and office management.

- Administration of newly formed framing company.
- Allocated funds for all company expenses.
- Maintained consistent contact with banker, vendors, and clients.
- Compiled monthly financial information.

## **EDUCATION**

B.S., Design in Housing and Urban Development, Arizona State University, Tempe, Arizona,  
Magna Cum Laude

A.A., Business and Marketing Management, Fullerton College, Fullerton, California, Dean's List

## **CERTIFICATIONS AND AFFILIATIONS**

American Institute of Certified Planners (AICP)

International Associations for Public Participation (IAP2)

American Planning Association (APA)

Arizona Planning Association (AzPA)

US Green Building Council (USGBC)