

# Evan Richardson

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## About Me

Collaborative and inclusive leader with a strong foundation in organizational management and data-driven decision-making. Proven track record of successfully managing complex projects and driving positive outcomes.

## Work Experience

### **Assistant Dean (for Operations)**

#### **Morgan State University | School of Architecture and Planning | Baltimore, MD (2019–Present)**

Responsibilities include:

- + Oversee the day-to-day administrative operations (facilities, IT, finances/budget, personnel) for the School
- + Supervise School's Support Staff (Facilities, IT, Budget Officer, and other administrative staff)
- + Coordinate yearly Career Fair event with approximately 50–60 employers
- + Coordinate communication protocols (newsletter, web, social media, communique, job postings) for the School
- + Evaluate new transfer student transcripts from sending institutions
- + School's liaison for the Office of the Registrar: graduation clearance and course scheduling
- + Perform all duties as assigned by the Dean

### **Assistant to the Dean (2010–2019)**

#### **Morgan State University | School of Architecture and Planning | Baltimore, MD**

- + Supported Dean with the day-to-day operations for the School
- + Supervised departmental work study/student employees
- + Coordinated communication protocols (newsletter, web, social media, communique, job postings) for the School
- + Evaluated new transfer student transcripts from sending institutions
- + School's liaison for the Office of the Registrar: graduation clearance and course scheduling

**Retention Coordinator**

**Morgan State University | School of Architecture and Planning | Baltimore, MD  
(2003–2010)**

Responsibilities included:

- + Provided advising, guidance, and counseling for students interested in the built environment profession
- + Monitored students' academic progress within the undergraduate programs
- + Coordinated activities and workshops focusing on student development
- + Supervised undergraduate teachers' assistants and peer tutoring
- + Evaluated new transfer student transcripts from sending institutions
- + Taught Orientation for Arch Majors course
- + Participated in recruitment efforts for undergraduate program
- + Networked with the design and planning professionals to establish employment and mentoring opportunities

**Neighborhood Liaison**

**Mayor's Office of Neighborhoods | Baltimore, MD  
(Feb–July 2003)**

Responsibilities included:

- + Coordinated and directed city agencies in initiating and responding to neighborhood initiatives and requests
- + Met with community organizations/groups to assist in implementation of neighborhood action plans or programs
- + Created neighborhood/government partnerships

**Program Coordinator**

**Neighborhood Design Center | Baltimore, MD  
(2000–2003)**

Responsibilities included:

- + Coordinated and recruited volunteers for community design projects in Baltimore City and Baltimore County.
- + Provided resources/technical assistance for numerous community groups, including elementary schools and local municipalities.
- + Managed community-based projects for CivicWorks, a youth-based organization.
- + Facilitated community meetings and charrettes.

## **Project Manager**

**Neighborhood Development Center | Sandtown-Winchester Neighborhood | Baltimore, MD  
(June–December 2000)**

Responsibilities included:

- + Managed the Pauline Fauntleroy Park restoration project
- + Hired landscape architect consultant for park restoration
- + Facilitated the vacant lot restoration projects
- + Provided conceptual designs for vacant lots in the Sandtown-Winchester Neighborhood
- + Coordinated community meetings/workshops

## **Teaching Experience**

**Course: Urban Design Studio (Spring 2017)**

Morgan State University | School of Architecture and Planning | Baltimore, MD

**Course: Freshman Orientation for Architecture Majors (2005–2010)**

Morgan State University | School of Architecture and Planning | Baltimore, MD

**Course: (Graphics) Communication Skills II (Spring 2008)**

Morgan State University | Institute of Architecture and Planning | Baltimore, MD

**Course: Office Practice and Management (Spring 2005)**

Morgan State University | Institute of Architecture and Planning | Baltimore, MD

## **Service**

**Open Works Baltimore**

Board of Directors (2023 – Present)

**Baltimore City Public Arts Commission**

Commission Member (2023 – Present) – Mayor Appointment

**ReBuild Metro**

Brentwood Design Project Reviewer (2020)

**Chesapeake Bay Trust**

FY20 Outreach and Restoration Grant Reviewer (2020)

**National Endowment of the Arts' Art Works Program**

Design Panel Review (2019)

**Neighborhood Design Center | Baltimore, MD**

Board Development & Engagement Committee (2019–2020)

Board of Directors (2013–2019) – Board President (2016–2018)

NDC Programs Board Committee Member (2003) & schematic design projects (2000–2007)

**Maryland Commission on African American History and Culture | Maryland-Statewide**

State Commissioner (2008–2015) – Governor Appointment

**Herring Run Watershed Association | Baltimore, MD**

Board of Directors (2005–2008) – Acting Board President (2006)

**Parks and People | Baltimore, MD**

Watershed 263-Landscaping project (2007)

**Community Media of Baltimore City | Baltimore, MD**

Board of Incorporators (2006)

**Belair Edison Main Street | Belair–Edison Neighborhood | Baltimore, MD**

Design Committee Member (2005)

**Urban Conservatory | Baltimore, MD**

Schematic design projects (2004)

**Morgan State University | Baltimore, MD**

Graduate Program in Landscape Architecture – Accreditation Advisory Committee Member (2003)

**Southeast Community Development Corporation | Baltimore, MD**

Design Committee Member (2002–2003)

**HEBCAC | Baltimore, MD**

Design Charrette/ Workshop (1998–1999)

**Mt. Washington Elementary School | Baltimore, MD**

Landscaping project (1998)

**Arcadia Neighborhood Improvement Association | Baltimore, MD**

Landscaping project (1997)

**Presentations/Workshops**

Evan Richardson. “A Testament of Change: The Philosophy of Malcolm X translated into a physical model for an African American Neighborhood”. Paper accepted for the 2009 Annual Council of Educators in Landscape Architecture (CELA) Conference, Tucson, Arizona. 2009

Evan Richardson. “Graphics Workshop: Design Charrette Team”. Baltimore County Office of Planning. July 28, 2008.

Dunbar Brooks, Ellis Brown, Rosa Burenstine, Sabrina Hudson, Alvin Lee, Scott Raymond, Evan Richardson, Inez Robb, Scot Spencer, Kim Trueheart, Mary Washington, Hope Williams, “Forum on Engaging Minorities in Our Watershed & Increasing Minority Participation in the Environment. Panelist. Patapsco/Back River Tributary Team. June 12, 2008.

**Computers**

Ellucian Banner

Canva (Desktop Publishing)

Coursedog (Master Schedule)  
Content Management System [CMS] (Web)  
Google Drive Suite  
MS Office (Office, Excel, PowerPoint)  
Adobe Suite (Acrobat Pro, Photoshop CS, Illustrator CS)

## **Education**

**Master of Landscape Architecture, Morgan State University, Baltimore, MD**

**B.S., Industrial Technology, North Carolina A&T State University, Greensboro, NC**

Concentration: Graphics Communication

## **References Available Upon Request**