

# ALYSSA BALLEIN

## PERMITTING SUPERVISOR, ICC MASTER CODE PROFESSIONAL

I am an experienced and certified building code official with extensive architecture and construction experience and diverse management skills seeking the position as Assistant Director of Construction within the Department of Permits, Licenses, and Inspections at the City of Pittsburgh.

---

### SKILLS

- I can effectively manage personnel, complex projects, and volatile situations.
  - I have the ability to work within individual and team settings.
  - I communicate to a high degree in both verbal and written forms to differing audiences.
  - I thrive in professional and fast-paced, evolving environments.
  - I excel in making decisions and independently solving challenging problems.
  - I plan, organize, and prioritize multiple workloads and tasks.
  - I am a certified ICC Master Code Professional and Building Code Official under the State of Pennsylvania Uniform Construction Code.
- 

### EDUCATION

#### M.S. IN INTERIOR ARCHITECTURE

Graduate Teaching Assistantship in Architecture Design Studio  
Chatham University | 2013 - 2015

#### B.A. IN ARCHITECTURAL STUDIES

Dean's List with Minors in Historic Preservation and Studio Art  
University of Pittsburgh | 2009 - 2013

---

### EXPERIENCE

#### PERMITTING SUPERVISOR, CITY OF PITTSBURGH

Dept. of Permits, Licenses, and Inspections | 2023-Current

Managed staff of Plans Examiners to ensure construction applications were reviewed properly, on time, and in accordance with code requirements.

Provided support, technical training, and leadership to support various personnel across the department.

Developed procedures, presentations, and tools to aid in enrichment of personnel skills.

Worked independently and with other leadership personnel to develop systematic updates to improve workflow, coordination, and departmental efficiency.

Represented departmental initiatives and goals within inter- and intra-agency initiatives and meetings.

## **EXPERIENCE**

- *continued* -

### **PLANS EXAMINER, CITY OF PITTSBURGH**

Dept. of Permits, Licenses, and Inspections | 2017-2023

Reviewed construction applications, drawings, plans, specifications, and related documents for compliance with code requirements and engineering practices.

Communicated technical, complex information to differing audiences regarding compliance with codes and ordinance requirements.

Assisted the City of Pittsburgh's emergency response team as department's 24-hour on-call representative to make on-site determination and assessments during emergency events.

### **ADJUNCT FACULTY INSTRUCTOR**

Chatham University in Pittsburgh, PA | 2021-Current

Provided interior design instruction and curriculum development through conceptual thinking, building code and studio courses for degree-seeking Bachelor's and Master's students.

Prepared lesson plans, lectures, presentations, and supplemental teaching material for students and other university faculty.

Managed and supervised a cooperative learning classroom atmosphere through executing various teaching styles.

### **COMMERCIAL PROPERTY APPRAISER, PIMA COUNTY**

Office of the Assessor in Tucson, AZ | 2016-2017

Reviewed construction costs, depreciation schedules, and other financial statements to appraise commercial property.

Interpreted and implemented laws, codes, and ordinances.

### **INTERIOR ARCHITECT AND DESIGNER**

Artemis Construction and Design in Pittsburgh, PA | 2014-2017

Provided comprehensive design services for residential and commercial-scale projects.

Managed, coordinated, and scheduled construction from start to completion.

Developed construction documents, models, and renderings for client projects.

Prepared project estimates, material takeoffs, and contract documents.

---

## **CONTACT**

6926 Greenwood Street  
Pittsburgh, Pennsylvania 15206  
alyssa.ballein@gmail.com  
412.719.8193

# ALYSSA BALLEIN

PERMITTING SUPERVISOR, ICC MASTER CODE PROFESSIONAL

TO:

*Director Green  
Department of Permits,  
Licenses, and Inspections  
City of Pittsburgh*

Dear Director Green,

I am writing to express my interest in the Assistant Director of Construction position within the Department of Permits, Licenses, and Inspections at the City of Pittsburgh. With over ten years of experience in architecture, construction, and building codes and safety compliance, I am confident that I have the skills and expertise necessary to excel in this advanced leadership role.

In my current position as Permitting Supervisor within the Department of Permits, Licenses, and Inspections, I have been responsible for managing staff to provide overall departmental conformance with applicable regulations, ordinances, codes, standards, and design, engineering, and construction practices. I have also developed and implemented interdepartmental training programs and provided guidance and support to staff within their respective roles. Lastly, my involvement with cross-agency improvement projects has prepared me to represent the Department of Permits, Licenses, and Inspections in both a governmental and community-based capacity.

As Assistant Director of Construction, I would bring my experience and leadership skills to advance our department toward achieving the goals of collaboration, building safety, and effective utilization of technology. My educational and professional experience in our field, along with experience in higher education instruction within a university setting, and adept problem-solving skills has prepared me to accept this new challenge.

I am excited for the opportunity to take on a new leadership role as Assistant Director of Construction by contributing to and furthering the important work our department does. Thank you for the consideration of my application. I look forward to the opportunity to discuss both this position and my qualifications further.

Sincerely,  
Alyssa Ballein

