

# ALLISON COOK

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Accomplished leader with more than ten years of experience in plan review, permitting, and inspections as well as seven years of experience managing multidisciplinary teams. Driven by a focus on public service and working with a diverse variety of code professionals through analytical skills, collaborative problem solving, and effective communication to achieve consensus and drive impactful changes and initiatives.



- Conflict Resolution
- Change Management
- Strategic Planning
- Staff Development & Coaching
- Data Analysis & Reporting
- Process Analysis

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## INTERNATIONAL CODE COUNCIL SERVICE

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ICC Building Code Action Committee (BCAC)

ICC Existing Building Committee Action Hearing (CAH)

ICC Exam Development Committee (EDC)

ICC Charter Review / CP-9 Revision Committee, and resulting Steering Committee Vice Chair (2023 to current)

ICC Building Membership Council (2023 to current)

ICC Emerging Leaders Membership Council (Past Chair 2023, Chair 2022, Vice Chair 2021-2020, Member 2018-2020)

ICC Board Shadow (2017)

VBCOA Existing Building Code Committee Chair (2015 to current)

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## PROFESSIONAL EXPERIENCE

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**ARLINGTON COUNTY**, Arlington, VA

2017 – Present

*Commercial Plans Examiner, January 2023 – Present*

- Pursued a plans examiner role to enhance technical expertise
- Review commercial building permits for compliance with the Virginia Uniform Statewide Building Code
- Participate in the code development process in Virginia and at ICC

*Permits Administration Manager, December 2018 – January 2023*

- Supervised a team consisting of two assistant managers and thirteen staff
- Led the permitting services response to COVID-19; transitioned to 100% online services with staff teleworking full time, prior to this more than half of all permits were processed in person, in paper
- Establish new standards for training as well as the evaluation of the quality and quantity of work for the permit specialists to provide effective, consistent permitting services
- Served on the team responsible for the 2021 AIS accreditation by providing all quantitative and qualitative data, internal audits, policies and service goals as well as meeting with ICC evaluators
- Coordinated across departments to resolve complex issues related to permitting policies and procedures
- Created resources and coached staff to improve technical knowledge as well as operational effectiveness

*Residential and Commercial Fast-Track Plan Review Supervisor, April 2017 – November 2018*

- Supervised a team of seven plans examiners responsible for small-scale commercial alterations and all residential projects; disciplines include building, mechanical, plumbing, and electrical reviews
- Leveraged quantitative analysis to set goals and objectives, established priorities, assessed performance, and improve efficiency through the development and implementation of policies and processes, such as coordinating changes to the commercial express process to improve adoption of digital services
- Coordinated and collaborated with other to identify and resolve delays or challenges in the permit process

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Page Two of Two

**SAFEbuilt**, remote team

2024 – Present

*Part-Time Plans Examiner, July 2024 – Present*

- Review commercial building permits for compliance with the applicable I-codes

**CITY OF ALEXANDRIA**, Alexandria, VA

2014 – 2017

*Plans Examiner and Facilitator, June 2014 – April 2017*

- Collaborated across 12 departments and division to facilitate an average of 60 residential and 20 commercial building projects per month from feasibility analysis through to certificate of occupancy
- Coordinated with land owners, business owners, city departments, and *Alexandria Economic Development Partnership* to launch Alexandria's first pop-up retail store
- Managed the mapping of business processes across 15 departments and divisions; including the identification of existing system and procedural shortcomings as well as potential solutions

**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**, Riverdale, MD

2009 – 2014

*Facilities Accessibility Supervisor, July 2011 – June 2014*

- Led a multidisciplinary team of fourteen staff to inspect over 300 facilities for compliance with federal accessibility requirements and track compliance data
- Spearheaded the creation of new inspection practices and processes to ensure the consistency and accuracy of inspections, including implementation of a quality control program
- Developed multi-year plans defining the scope, timing and resources necessary to become ADA-compliant
- Responsible for contract management for soliciting and evaluating RFPs, cost estimates, payment requisitions, compliance monitoring, and punch list completion for projects related to ADA compliance

*Landscape Designer, June 2009 – July 2011*

- Managed the complete project life cycle for more than 35 neighborhood parks and playgrounds; responsible for up to 12 concurrent projects at any given time; projects were consistently on-time and in-budget
- Responsible for scope development, analysis and conceptual plans, design, community outreach, RFP, contract management, conflict resolution, construction, and handoff to maintenance division

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## EDUCATION AND CERTIFICATIONS

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**Master of Public Administration**, San Diego State University, San Diego, CA

**Bachelor of Landscape Architecture**, University of Maryland, College Park, MD

Certified Building Official (CBO)

Master Code Professional (MCP) in progress, only outstanding exam is Commercial Electrical Inspector