

GORDON SPENCER

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185 Green Hill Rd, Lowell
05847

WORK EXPERIENCE

ZONING ADMINISTRATOR

The Town of Lowell/ 2018 - Present

- Issues building permits and monitors compliance with municipal zoning regulations.
- Investigates zoning violations, issues citations, and refers enforcement cases to the Zoning Board.
- Serve as an appointed member.

AUDITOR

The Town of Lowell/ 2018 - Present

- Review town financial records, including invoices, payroll, and expenditures, to ensure accuracy and proper documentation.
- Examine reports from the town treasurer and other offices to account for balances and financial records.
- Identifies discrepancies and supports transparent financial reporting and accountability in local government.

BUSINESS OWNER

Hazen's Notch Campground / 1973-Present

- Presently performs all aspects of campground management, including reservations, guest services, site assignments, and daily operations.
- Oversees property maintenance and facilities to ensure a safe, clean, and welcoming environment for guests.
- Manages budgeting and purchasing.

EDUCATION

Woburn High School

Woburn, MA

Northeastern University

Boston, MA

SKILLS

- Problem solving
- Critical thinking
- Time management
- Cost Control
- Multitasking
- Data analysis
- Cost estimating
- Risk management
- Construction methods
- Effective communication

ADDITIONAL WORK EXPERIENCE

UNITED STATES ARMY

1967-1969

BECTEL CONSTRUCTION COMPANY

Cost Engineering

COBRA

Executive protections

MANAGEMENT SAFEGUARDS INC

Cost control and investigations