

Keira Hamilton

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Professional Summary

I am a technical project manager proficient in Microsoft Office, Google Suite, and Jira. I have eight years of experience in education, which allowed me to develop my communication, organization, and leadership skills.

Skills

- Written & verbal communication
- Organization
- Interpersonal relationships
- Microsoft Office
- Google Suite
- Predictive methodologies
- Agile methodologies
- Scrum
- Jira
- Slack

Projects

ABC Website Upgrade Project Initiation | Thinkful | December 2020

- Developed key project deliverables using Google Suite, including a project charter, RACI chart, SDLC document, and requirements management plan for a web development class project.

ABC Website Upgrade Project Startup | Thinkful | January 2021

- Developed key project deliverables using Google Suite, including a communications management plan, stakeholder engagement matrix, team charter, and leadership statement for a web development class project.

Education

Technical Project Management | Thinkful |
February 2021

Master's in Education | UC Berkeley | May 2017 |
4.0 GPA

Bachelor's in English Education | SFSU | May 2015
| Magna Cum Laude

Certificates

Agile with Atlassian Jira | Coursera | January
2021

Professional Scrum Master I | Scrum.org |
December 2020

Project Management Principles and Practices |
Coursera | October 2020

Work Experience

Department Lead | Leadership Public Schools (Richmond, CA) August 2019 - June 2020

- Increased vertical alignment and overall team member satisfaction within the department as measured by team-member feedback.
- Developed and successfully completed two long-term department-wide projects.
- Served as a member of the Instructional Leadership Team, participating in a data-driven approach to monitoring and supporting school wide initiatives.

English Teacher | Leadership Public Schools (Richmond, CA) August 2016 - June 2020

- Achieved Accomplished Teacher status in the 18-19 school year.
- Used adaptive methodologies to meet KPIs.
- Implemented a data-driven approach in order to meet desired learning outcomes, resulting in increased reading levels as measured by the MAP test.
- Performed gap analysis and implemented instructional changes, resulting in increased scores on standardized tests.
- Effectively resolved conflicts within a fast-paced environment.
- Developed original units and performance tasks, resulting in increased engagement and cultural relevance.
- Creatively utilized technology to support learning outcomes.

Lead Instructor | Camp Galileo (Oakland, CA) Summer 2016, 2018, 2019

- Implemented art curriculum designed to promote an innovator's mindset of being collaborative, visionary, determined, reflective, and courageous.
- Participated in activities meant to invoke the joy of camp including opening and closing ceremonies and all camp games.

Team Leader | Camp Galileo (San Francisco, CA) Summer 2013, 2014

- Supported groups of first and second grade campers through art, science, and outdoors rotations.
- Acted as an assistant instructor and supported lead instructors with materials preparation and behavior management.