

Keira Hamilton

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Professional Summary

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

Skills

- Written & verbal communication
- Organization
- Microsoft Office
- Google Suite
- Scrum
- Predictive methodologies
- Agile methodologies
- Jira
- Trello
- Asana

Education

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

Experience

Project Manager | Demystify Meditation Conference (Virtual), January 2021 - Present

- Utilized Asana to seamlessly organize and track project tasks.
- Increased team alignment and collaboration capabilities by spearheading the development of project documentation and organization systems.

Business Manager | Bushido Oakland (Oakland, CA), December 2020 - Present

- Developed a business plan to clearly outline company's goals and strategies.
- Created original branding and marketing content to promote services, including flyers, a website, and a blog.
- Organized scheduling, payments, and client communications using Google Suite.

Technical Project Management Program | Thinkful (Virtual), November 2020 - February 2021

- Used predictive and adaptive methodologies to meet project objectives.
- Carefully studied business cases to determine appropriate approaches and used Google Suite to produce necessary project documentation, including project charter, team charter, RACI,

requirements traceability matrix, adaptive backlog, communications management plan, and stakeholder engagement matrix for a web development class project.

- Used Trello, Jira, and Google Suite to track project progress and produce status updates for stakeholders, including schedule and budget updates, EVM calculations, and a project management plan.

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.