Kiara Ferguson
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Skills

- Outstanding organization and planning skills
- Exceptional analytical, investigative and problem-solving skills
- Incredible ability to multitask, meet deadlines, and set priorities in a fast-paced environment
- Remarkable verbal and written communication
- Effective leadership and management
- Strong attention to detail
- Ability to work in a teamed environment
- Proven Ability and willingness to learn
- Microsoft Office proficient

Education

University of Richmond

Coding Bootcamp (Projected May 2021)

- HTML, CSS, JavaScript, jQuery, MySQL

North Carolina Agricultural and Technical State University

GPA: 3.9
Master of Science
Information Technology (Projected May 2021)

Virginia Commonwealth University (May 2015)

Deans List 2012-2015
GPA:3.2
Bachelor of Science
Criminal Justice

Bachelor of Science
Psychology

Training

SkillPort Learning Portal (60 hours)

- JavaScript/Python
- Cybersecurity

Professional Experience

Sample Coordinator, PPD (November 2017-March 2019)
Sr. Sample Coordinator, PPD (April 2019-Present)

- Prioritizes and responds to label requests using SharePoint and Assist software
- Conduct client tours
- Monitor freezers using REES software
- Responsible for the training and development of new and existing employees

Teaching Assistant – Special Education, Richmond City Public Schools (July 2017-November 2017)

- Assist students with daily tasks such as toileting and holding utensils
- Assist teachers with daily teaching, planning, and organizing tasks
- Attend Individualized Education Plan meetings with parents and administration

Tutor/Teaching Assistant/Site Coordinator, Axiom Educators (April 2014-July 2017)

- Assist teachers with recordkeeping, such as tracking attendance and calculating grades
- Assist teachers prepare for lessons by setting up equipment, such as computers/projectors/smartboards
- Collaborate with teachers to determine student need
- Evaluate student comprehension on Standard of Learning objectives for 3rd through 6th grade levels
- Manage other tutors

Administrative Receptionist/Staffing Coordinator, Bonview Rehabilitation and Healthcare (June 2016-March 2017)

- Conduct Nursing Department License Verifications
- Enter new employees into the Lawson/PeopleNet software
- Create Schedules for Nursing staff
- OIG, licensure and employee file audits