

Kiara Huff

Technical Project Manager

KiaraNechelle@gmail.com | (443) 248-5687 | Baltimore, MD | [LinkedIn](#)

Summary

Operationally focused Technical Project Manager with foundational knowledge of IT infrastructure and architecture. Effectively communicates complex subject matter to technical and non-technical audiences. Leads complex project deliverables, promotes strong client relations, demonstrates knowledge of project development with the ability to quickly resolve project milestones. Ensures project oversight, utilizing creative strategies that turn project deficiencies into deliverables that are on time and under budget.

Skills

Tools: Jira - Agile Methodologies - Predictive Methodologies - Scrum Workflow - Slack - Trello

Skills: Project Documentation - Systems Development Life Cycle - Project Life Cycle - Team Collaboration - Budget Management - Group Facilitation - Risk Management

Experience

The Arc of Central Chesapeake Region

ANNE ARUNDEL COUNTY, MD

General Manager

DECEMBER 2012 - PRESENT

- Provided comprehensive and continuous care plan for over 30 individuals with mental and/or physical disabilities by formulating treatment plan strategies with multidisciplinary teams
- Identified and formulated new behaviors for over 20 individuals by developing Functional Behavioral Assessments and Positive Behavioral Intervention Plans
- Effectively interviewed, hired, and trained over 15 new staff in order to place them in positions to help individuals with mental and/or physical disabilities
- Optimized use of resources for over 30 individual cases by strategically developing and allocating budget.
- Encouraged and supported 10 individuals with mental and/or physical handicaps by defining personal and employment goals and measuring success through planned milestones

Nordstrom

COLUMBIA, MD

Personal Stylist

APRIL 2014 - DECEMBER 2015

- Achieved company sales goals and sold across more than 50 beauty brands by maintaining knowledge and expertise of current industry trends and product knowledge
- Assisted over 1000 customers by asking open-ended questions to learn customers preferences and needs
- Built lasting relationships with over 100 customers by following up on purchases, suggesting new products and inviting them to upcoming events
- Grew sales over 15% by focusing on appointment based selling, utilizing technology and opening new Nordstrom Rewards accounts
- In June 2014 successfully sold over \$15,000 in one day and received employee of the month

Education & Certifications

Thinkful

JULY 2020 - PRESENT

Technical Project Manager

- Used industry-preferred project management software like Asana and Jira to leverage agile development techniques to keep everyone on track
- Used combination of tech skills and leadership abilities in order to communicate goals with different departments and earn their trust

The Art Institute of Philadelphia

Fashion Design

OCTOBER 2011 - APRIL 2014