Tamanna Khan

Contact Information	Email: tamannakhan01@outlook.com Phone: 646-258-3029	https://www.linkedin.com/in/tamannakhan1

Skills & Languages

Project Management: Benefits Realization Management (BRM), Project Planning, Task Tracking
Technical: MERN Stack, HTML5, CSS, JavaScript, Git, G Suite, Microsoft Office, Visual Studio Code
Data Analysis: Python, Excel, Google Analytics, Google Sheets, SPSS, SQL, Qualtrics XM
Design/Marketing: Figma, Canva, Adobe Creative Suite, Storyboarding, Wireframing, Mailchimp, LinkTree
Collaboration/Development: Agile methodologies, Coalition Development & B2B Networking, GitHub

Experience

Non-Profit Project Manager- Data and Community Initiatives, Pillars of Peace
AUGUST 2022 - FEBRUARY 2024, NY
- Managed end-to-end execution of data migration to Apricot Case Management, enhancing data security and automating reports for 300+ clients annually.
- Streamlined client support workflows, increasing critical social service accessibility by 25%..
- Developed and executed a Benefits Realization Framework, aligning project objectives with organizational goals and boosting strategic planning effectiveness.
- Designed a LinkNYC kiosk public awareness campaign, expanding community outreach by 40%.
- Produced comprehensive monthly and annual reports, enabling data-driven decision-making and supporting successful program funding initiatives.
- Managed marketing campaigns on Instagram, LinkTree, & MailChimp, growing engagement by 35%.
- Designed and facilitated 10+ webinars on domestic violence awareness, integrating user experience principles to optimize content accessibility and participant engagement.

Substitute Paraprofessional, NYC Department of Education, NY
OCTOBER 2021 - JUNE 2022, NY
- Coordinated with educators to create tailored lesson plans, improving classroom engagement by 25%.
- Applied conflict resolution strategies, enhancing collaboration and reducing disruptions.
- Adapted teaching approaches for diverse learning needs, ensuring equitable educational outcomes.

Behavioral Research Analyst Intern, National Science Foundation at Baruch College
AUGUST 2020 - MAY 2021, NY
- Designed a research study, demonstrating project management and analytical skills.
- Developed a Qualtrics survey to align with research objectives ensuring data accuracy..
- Prepared a comprehensive IRB proposal, ensuring ethical compliance & methodological standards..
- Conducted literature reviews, maintained detailed project documentation, and co-presented findings to academic stakeholders, demonstrating strong communication and analytical skills.

Technical Projects

iTravel Web Application, nPower
APRIL 2024 - AUGUST 2024, NY
- Delivered a fully functional travel-focused task manager web app using the MERN stack (React.js, MongoDB, Express.js, Node.js), demonstrating effective leadership and project execution.
- Coordinated development efforts, maintaining stakeholder communication and delivering presentations.
- Implemented Agile methodologies- task-tracking and frequent team meetings to ensure on-time delivery.
- Designed 10+ storyboards and wireframes in Figma, guiding UI/UX development.

Education & Certifications

In Progress, Remote
- *IBM Data Science Professional Certificate*
- *Certified Associate in Project Management (PMI-CAPM)*

nPower, New York, NY
- *Path2TECH Full Stack Developer Program*

CUNY Hunter College, New York, NY
- *Bachelor of Arts, Major in Psychology, Minor in Data Sciences*