

Project Associate Shay Huff joined Triangle in 2015 and has played an integral role on both the Administration Team and the Facilitation/Public Involvement Team. In her work with the Facilitation/Public Involvement Team, Shay conducts research for a range of projects, manages meeting logistics, synthesizes data, edits documents, coordinates marketing efforts, assists with proposal writing and provides general support to project managers. In her work on the Administration Team, Shay helps keep the office running smoothly and also oversees Triangle's social media and website efforts. Shay demonstrates time and again that she is a quick learner and master multitasker.

EXPERTISE

- Administrative/Office Support
- Social Media
- Website Management
- Community Outreach Support
- Public Involvement Support
- Meeting Logistics
- Calendar Scheduling/Management
- Event Planning
- Travel Logistics
- Marketing Research
- Copy Editing
- Proposal Writing Support

PROFESSIONAL AFFILIATIONS

-**Heroes for the Homeless, 2011**,
Community Outreach
-Founder of **The Women's Empowerment Movement (WEM)**, Community Outreach Organization

Selected Project Experience

Portland Harbor Superfund Site, 2016 – Ongoing:

- Lodging and travel logistics.
- Preparation of meeting documents as needed.
- Greet and provide clear instruction and direction to the public.
- Assist with presentation Q&A session, community member sign in, organization of meeting space and materials on an as needed basis.
- Assistance with finalization of meeting summary write up.

Warmhouse Beach Superfund Site, 2016 – Ongoing:

- Assist with the drafting of the Community Involvement Plan in accordance with place-based research and surveys.
- Conference call notetaking.
- Engaging with the community to gather feedback on draft CIP.
- Review and transcription of community interview documents.
- Lodging and travel logistics.

West Central Local Integrating Organization, 2016 – Ongoing:

- Website design and management.
- Meeting location logistics.
- Drafting of quarterly LIO newsletter.
- Lodging and travel logistics.

Kitsap Regional Coordinating Council, 2015 – Ongoing:

- KRCC website management.
- Executive Board meeting announcements.
- Management and updating of meeting agenda archives.
- Travel reimbursements.
- Project development support.
- Additional tasks as assigned.
- Lodging and travel logistics.