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| **EXPERTISE**   * Social Media * Website Management * Community Outreach Support * Public Involvement Support * Meeting Logistics * Calendar Management * Event Planning * Travel Logistics * Marketing Research * Copy Editing * Proposal Writing * Note Taking   **TRAINING**   * Certificate in Managing Emotions Under Pressure, 2017 * Certificate in Grant Writing, 2017 * Certificate in Conflict Resolution, 2002  CONTACT 206-583-0655 [shuff@triangleassociates.com](mailto:shuff@triangleassociates.com) /triangleassociates/  [www.triangleassociates.com](http://www.triangleassociates.com/)  811 1st Avenue, Suite 255  Seattle, WA 98104 | **Shay Huff**  **Project Associate** PROFILEShay Huff joined Triangle in 2015 and has played an integral role on both the Administration Team and the Facilitation/Public Involvement Team. Recently, Shay has moved full-time into a Project Associate role and now works with the Facilitation/Public Involvement Team conducting research for a range of projects, managing meeting logistics, synthesizing data, editing documents, coordinating marketing efforts, proposal writing and providing support to project managers. Shay also oversees Triangle’s social media and website updating efforts. Shay continues to demonstrate that she is a quick learner and masterful multitasker.EXPERIENCE ***King County Regional Transportation System Initiative***   * Draft, copy edit and provide input on meeting agendas * Prep meeting materials, note taking and scheduling * Copy edit and draft post meeting summaries * Provide overall strategic support for the Technical Committee   ***King County Wastewater Treatment Division Strategic Plan, 2016-Ongoing***   * Provide strategic support * Record and transcribe meeting minutes * Provide administrative support for overall project * Assist with document and product drafting * Draft meeting summaries * Support task leads for Energy and Biosolids strategic plans, specifically   ***Portland Harbor Superfund Site, 2016-Ongoing***   * Coordinate staff travel and meeting logistics * Draft, copy edit and print meeting documents * Greet and provide clear instructions and directions to the public * Assist with presentation: Q&A session, community member sign in, organization of meeting space and materials on an as needed basis * Draft project reports and summaries * Assist with strategic planning for community outreach events in Portland, OR   ***Warmhouse Beach Superfund Site, 2016-Ongoing***   * Assist with drafting of Community Involvement Plan in accordance with place-based research and surveys * Record notes for conference calls and meetings * Drafting meeting summaries * Engage with the community to gather feedback on draft CIP * Review and transcribe community interview documents * Coordinate lodging and travel logistics * Support EPA in strategizing and planning outreach efforts * Draft outreach materials as requested by EPA * Assist with planning and executing outreach events in Neah Bay, WA  SHAY HUFF EXPERIENCE, continued ***West Central Local Integrating Organization, 2016-Ongoing***   * Manage website design and updates * Coordinate meeting locations and logistics * Draft quarterly LIO newsletter * Co-organized and hosted successful Recovery Plan funding forum in December 2016.   ***Kitsap Regional Coordinating Council, 2015-Ongoing***   * Website and archives management for KRCC and PSRC * Post Executive Board meeting announcements * Manage and update meeting agenda archives * Process travel reimbursements * Provide support for project development * Coordinate meeting and travel logistics |