



---

#### 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 Grantwriting, 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

---

#### PROFILE

**Shay 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 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, 2016-Ongoing***

- Draft, copy edit and provide input on meeting agendas
- Prep meeting materials, notetaking and scheduling
- Copy edit and draft post meeting summaries
- Provide overall strategic support for the Technical Committee
- Led and assisted with over 25 assessment interviews with jurisdictions in and around King County
- Analyze interview results and draft summary report highlighting recurring themes

##### ***King County Wastewater Treatment Division Strategic Plan, 2016-Ongoing***

- Provide strategic support for overall project and specifically the Biosolids and Technology Assessment and Innovative Program team.
- Record and transcribe meeting minutes
- Assist with materials preparation
- Draft meeting summaries for the
- Assist with coordinating and running team workshops

##### ***Portland Harbor Superfund Site, 2016-Ongoing***

- Coordinate staff travel and meeting logistics
- Draft, copy edit and print meeting documents
- Greet and provides 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
- 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
- Reviews and transcribes 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
- Coordinates meeting location 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
- Posts Executive Board meeting announcements
- Manages and updates meeting agenda archives
- Processes travel reimbursements
- Provides support for project development
- Coordinates meeting and travel logistics