

## Hello

I'm Kayla Duncan.

Indianapolis, Indiana  
(317) 519-1138  
kayknox100@gmail.com

## Skills

Project management, teamwork and collaboration, supervision and leadership, presentations and public speaking, Tableau, STATA, Atlas.ti, DEI and Anti-Racism

## Experience

August 2023 - PRESENT

### **Transform Consulting Group, Wabash, IN - *Project Consultant***

- Provide both quantitative and qualitative data gathering and analysis
- Research best practices and industry trends in designated practice areas
- Provide project management support for client accounts
- Develop project resources and deliverables, such as strategic plans, community needs assessments, annual reports, webinars, etc
- Provide data-informed trainings to organizations

October 2021 - August 2023

### **The Indianapolis Foundation, Indianapolis - *Equitable Initiatives Officer***

- Curated the content for the Movement of 10,000 (MVMT10K), a new anti-racism app, which launched in October 2022
- Continued growing the project team by hiring new members and managing the continued development, recruitment, and engagement with the app
- Managed project budget of approximately \$500,000/year
- Managed the relationship with our developers
- Communicated data and successes to Executive leadership
- Lead community engagement
- Implemented marketing and social media strategies
- Handled public relations opportunities

August 2021 - December 2021

### **The Learning Tree, Indianapolis, IN - *Data Analysis Consultant***

- Managed, organized, and analyzed community data for the Learning Tree's Community Ambassadors

## Education

August 2019 - August 2021

### **University of Notre Dame, South Bend, IN - *Master of Arts in Sociology***

August 2015 - June 2019

### **Indiana University, Bloomington, IN - *Bachelor of Arts in Sociology***

## **Certifications**

SAVI Grow Super User, November 2023

Racial Equity Institute Program Facilitator, November 2022