

Kianna Ameni-Melvin
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Data Specialist

Education

Western Governors University- MS Data Analytics- Data Engineering (in progress)
Towson University - BS Interdisciplinary Studies: Diversity and Special Education

Core Skills

- Customer Support & Problem Resolution
- Data Management & CRM Systems
- Communication & Relationship Building
- Microsoft Office & Google Workspace
- Documentation & Record Keeping

Tech Skills

- Python (pandas, matplotlib, seaborn, numpy)
- SQL, PostgreSQL, MongoDB
- Power BI, Excel, Word, PowerPoint
- Google Workspace (Drive, Docs, Sheets, Slides, Forms)

Certificates

- Data Analytics Certificate- Howard Community College
- Microsoft Azure Data Fundamental
- Google - IT Support Professional

Work Summary

Skilled data and operations professional with experience managing CRM systems, databases, and documentation across nonprofit, education, and tech environments. Strong background in cross-functional coordination, stakeholder communication, and adapting workflows to meet organizational needs. Proficient in Microsoft Office, Google Workspace, SQL, and Supabase. Pursuing additional technical training in data analytics and engineering.

Work Experience

Green Assembly LLC- Database Admin Lead Volunteer

November 2025 - Present

www.plantplatemap.com

- Architected and maintained a national directory with 1,600+ business listings, managing data integrity across a Supabase (PostgreSQL) database using SQL queries, validation workflows, and structured onboarding pipelines.
- Designed and managed multi-source data collection systems using Google Sheets and SQL to track, clean, and migrate listing data into a headless CMS (Sanity), reducing manual errors and streamlining contributor onboarding workflows.

Expert IEP- Education and Data Operations Lead

October 2025 - January 2026

- Conducted market research and competitive analysis across 18+ state education programs to identify strategic partnership opportunities and inform go-to-market strategy.
- Managed database of 400+ special education organizations and CRM infrastructure to support multi-channel outreach campaigns across advocacy groups, state agencies, and parent networks
- Analyzed state regulations, payment systems, and user adoption patterns to optimize B2B and B2C outreach strategies for product-market fit

The Arc of Central Chesapeake (Fello)- Community Support Staff

August 2022 - PRESENT

- Coordinate daily activities and schedules for an adult client with intellectual disabilities.
- Maintain accurate documentation and communication with families and support teams.
- Demonstrate patience, and adaptability, in client support.

Home of Our Own- Data Specialist

April 2023-February 2026

- Manage the volunteer database, ensuring accurate data entry and timely reporting.
- Collaborate with the team to streamline administrative processes and improve efficiency.
- Prepare documents, update records, and support outreach materials for grants and events.

Pair Choices- Executive Assistant

February 2023-November 2023

- Managed calendars, coordinated meetings, and handled correspondence for leadership.
- Prepared reports and maintained confidential records.
- Conducted market research and compiled data into clear presentations for decision-making.

Parkville Middle School-Special Education Intern

August 2021 - October 2021

- Developed and modified lesson plans for 3 inclusive classes (average 25 students per class), integrating assistive technology to support diverse learning needs.
- Assisted students with Individualized Education Plans (IEPs) in accessing curriculum materials and implementing accommodations, promoting inclusive learning environments.

Towson Public Communication Center - Peer Tutor

August 2019 - May 2020

- Scheduled and facilitated individual and group coaching sessions.
- Created and maintained session documentation and resource materials.
- Supported over 50 students, tailoring communication to individual needs.

Hussman Center- Peer Mentor

August 2019 - May 2020

- Assisted college students with intellectual disabilities in social settings and in developing friendships.
- Participated in weekly group meetings to encourage positive social interactions, discuss concerns and progress.
- As a physical education peer mentor I worked out alongside Hussman center participants to track weight training progress.