

Keandra Taylor

Analytical professional with 4+ years of experience in data management and process improvement. Developing skills in SQL, Python, and workflow automation, with hands-on experience building scripts to query and summarize data, generate reports, and create visualizations. Experienced in cleaning and analyzing datasets and eager to apply technical skills to QA, software testing, or data/business analyst roles.

DETAILS

ADDRESS

Hempstead, NY

PHONE

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EMAIL

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EMPLOYMENT HISTORY

TALENT AQUISITION SPECIALIST, THE GRAND HEALTH (Contract)

Apr 2025 - Jan 2026

EAST MEADOW

- Managed staffing for six facilities across clinical and non-clinical roles, using Excel to track hiring metrics and identify trends, reducing overtime costs and reliance on agency coverage.
- Standardized hiring workflows and documentation, improving process efficiency and consistency across multiple locations.
- Collected and analyzed recruitment and retention data in Excel to refine sourcing strategies, improve candidate quality, and monitor turnover trends.

REGISTRATION SPECIALIST, PUBLIC PARTNERSHIPS LLC

Oct 2024 - Apr 2025

REMOTE

- Managed and entered client and personal assistant data in PPL and CRM systems, ensuring data accuracy and integrity.
- Designed and maintained a structured Excel tracker with step-by-step checkpoints to improve team workflow, reduce errors, and support compliance.
- Validated identification documents and performed background checks, maintaining accurate records to ensure compliance across systems.

HR GENERALIST, ELDERCARE HOMECARE

Jan 2020 - Mar 2024

WESTBURY

- Managed full-cycle recruitment, including job postings, candidate outreach, interviews, and credential verification, tracking applicant metrics to optimize hiring outcomes.
- Developed and maintained Excel dashboards and trackers to monitor recruitment KPIs, streamline workflows, and identify trends in hiring and retention.
- Maintained employee data and performance tracking, analyzing trends to support workforce organization and operational efficiency.

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY

2024 - 2025

Associate of Science Computer Science

- 3.9 GPA
- Presidents List - Every semester

SKILLS

- SQL
- Excel
- Analytical Thinking & Problem Solving
- Teamwork & Collaboration
- Critical Thinking
- Communication & Presentation
- Data Management
- Attention to Detail
- Adaptability & Quick Learning
- Training & Documentation