

Keandra Taylor

Dynamic professional with over four years of experience in data management and process optimization, driving efficiency and compliance in various operational settings. Proven ability to leverage analytical thinking and attention to detail to enhance workflows, reduce errors, and ensure data integrity. Expertise in managing full-cycle recruitment and developing structured tracking systems that support organizational goals. Committed to effective communication and collaboration, consistently striving to improve processes and deliver impactful results through innovative solutions.

DETAILS

ADDRESS

Hempstead, NY

PHONE

929.990.8943

EMAIL

keandractaylor@gmail.com

SKILLS

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

EMPLOYMENT HISTORY

REGISTRATION SPECIALIST, PUBLIC PARTNERSHIPS LLC

Dec 2024 - Apr 2025

REMOTE

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

TALENT ACQUISITION, ELDERCARE HOMECARE

Jan 2020 - Mar 2024

WESTBURY

- Managed full-cycle recruitment, including job postings, candidate outreach, interviews, and credential verification.
- Oversaw background checks, fingerprinting, and ID validation; ensured compliance by tracking on-boarding tasks through Viventium.
- Maintained employee data and performance tracking throughout employment, supporting long-term workforce organization and operational efficiency.

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY

2022 - 2025

Bachelor of Science in Computer Science

- 3.9 GPA
- President's List: Every semester