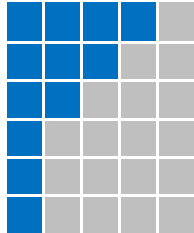


Kayce Taylor

Greenville, TX 75401
KayceCTaylor@gmail.com

Skills

HTML
CSS
JavaScript
PHP
MySQL
AJAX



Additional Certifications

Free Code Camp

Responsive Web Design Certification

Google Analytics

Google Analytics Individual Qualification Certificate

Education

Web Development Certificate

Johnson County Community College, Overland Park, KS

December 2018

Web Technologies Certificate

Johnson County Community College, Overland Park, KS

December 2018

Bachelor of Arts in Psychology

University of Missouri-Kansas City, Kansas City, MO

Summer 2013

Associate of Arts

Metropolitan Community College-Blue River, Independence, MO

Spring 2011

Work History

Senior Data Admin Specialist

Multi Service Technology Solutions
Overland Park, KS

December 2015 – December 2018

Responsibilities:

- Promoted from *Data Admin Specialist* to *Senior Data Admin Specialist* after 2 years
- Maintained less than 0.05% error rate with 50,000 invoices keyed annually
- Trained team members on all programs
- Served as team liaison to programming engineers
- Identified and implemented process improvement solutions
- Met all daily contractual deadlines

Admissions Coordinator

Cleveland Chiropractic College
Overland Park, KS

January 2013 – May 2015

Responsibilities:

- Developed and coordinated Admissions events
- Trained all new team members
- Prepared required materials to support recruiters
- Tracked all inventory and reordered as necessary