



Taygiana Caldwell



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Check out my portfolio!



<https://taygianacaldwell.my.canva.site/>

Summary

Results-driven professional with a strong background in business process improvement, data analysis, and project management. Demonstrated success in identifying inefficiencies, designing strategic solutions, and executing high-impact initiatives that enhance operational performance. Known for leading projects from concept to completion in fast-paced, deadline-driven environments. Effective communicator with a talent for motivating teams, fostering collaboration, and building lasting client relationships. Combines analytical insight, technical proficiency, and problem-solving expertise to consistently improve team outcomes and organizational success.

Education

Southern New Hampshire University

Manchester, New Hampshire

Bachelor of Science (B.S) Business
and Administration with
Concentration in Project
Management

GPA: 3.96

Memberships

National Society of Leadership and Success

Member since February 2023

Certifications

Foundations of Leadership

Issued by National Society of Leadership and
Success - February 2023

Leadership Training Certificate

Issued by National Society of Leadership and
Success - February 2023

Six Sigma White Belt Certification

Issued by C.S.S.C Council For Six Sigma Certification -
December 2023

Lean Six Sigma White Belt Certification

Issued by C.S.S.C Council For Six Sigma Certification -
December 2023

Professional Experience

Script Writer

Starr Haus Studios - April 2025 - Current

- Write engaging, original scripts for short films, feature films, and episodic series.
- Collaborate with directors, producers, and creative teams to develop and refine story concepts.
- Develop authentic dialogue, vivid scene descriptions, and structured story arcs.
- Edit and revise scripts based on feedback while maintaining the creative vision.
- Pitch story ideas and contribute to writers' room discussions when applicable.

Interim Environmental Health And Safety Manager

American Building Supply - February 2024 - April 2025

- Developed, implemented, and managed Environmental Health and Safety (EHS) programs in compliance with OSHA, EPA, and other regulatory agencies.
- Conducted regular safety audits, inspections, and risk assessments to identify and mitigate hazards.
- Led investigations for incidents, accidents, and near-misses; developed corrective and preventive actions.
- Delivered EHS training and ensure all employees understand and follow safety protocols.
- Maintained and updated safety policies, procedures, and documentation to reflect current standards and regulations.
- Promoted a strong safety culture through employee engagement and behavior-based safety initiatives.
- Monitored environmental compliance, including waste management, air and water quality, and sustainability programs.
- Coordinated emergency response plans and drills to ensure preparedness across all departments.

Continuous Improvement Analyst

American Building Supply - August 2023 - April 2025

- Collaborated closely with cross-functional teams, including sales, marketing, finance, engineering and operations.
- Prepared reports to summarize operational results and financial performance.
- Used financial accounting or spreadsheet software to calculate revenue, sales and expenses.
- Implemented continuous improvement activities through the use of A3 reports and Kaizen Blitzes.
- Helped design, document and maintain system processes.
- Identified support issues and initiated actions for resolution.
- Maintained data integrity and accuracy throughout analysis process.
- Provided analytical support for strategic initiatives and projects.
- Identified and resolved data discrepancies to ensure accuracy.
- Conducted data analysis to identify trends and insights.
- Provided training and support to team members on data analysis tools and techniques.
- Monitored key performance indicators to track progress toward goals.

Administrative Assistant

American Building Supply - January 2021 - August 2023

- Maintained files and filing, keeping sensitive information confidential.
- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.
- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.
- Assisted in the preparation of presentations using Microsoft Office Suite applications such as Word, Excel, PowerPoint .
- Compiled and entered data into various databases to ensure accuracy and completeness.
- Maintained database of client contact information with accuracy and attention to detail.
- Served as primary point of contact for facilitating operational and administrative inquiries.
- Monitored daily operations in order to ensure efficient workflow processes were being followed.

Department Manager

Walmart - March 2014 - January 2021

- Adhered to store merchandising standards in support of appropriate inventory levels and backroom organization.
- Delivered excellent customer service, driving quality shopping experiences.
- Maintained accurate inventory records, ensuring all products were accounted for at all times.
- Assisted customers with inquiries related to products and services offered in the department.
- Utilized strong organizational skills to develop efficient processes for managing daily operations.
- Provided leadership and mentorship to staff members, leading to improved job performance and morale.
- Maintained knowledge of product ranges and services to improve customer experience.
- Scheduled coverage during peak traffic periods, fostering positive customer experiences.
- Followed loss prevention and risk management guidelines, resulting in enhanced safety and security.

Skills

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|--------------------------|-----------------------------------|------------------------------------|
| • Plot structuring | • Documentation and recordkeeping | • Value stream mapping |
| • Creative storytelling | • Scheduling | • Standard work |
| • Strong research skills | • Coaching and mentoring | • Process improvement techniques |
| • Emotional resonance | • Operations management | • Decision-making |
| • Effective writing | • 5S methodology | • Verbal and written communication |
| • Customer service | • Cross-functional teamwork | • Documentation and reporting |
| • Data Entry | • Lean six sigma | |
| • Time Management | • Visual management | |