

Tayrin Whitehead

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Professional Summary

Diligent and detail-oriented writer with 12 years of experience in childcare, customer service, and quality assurance. Proficient in writing skills, with a strong background in early childhood education. Currently pursuing a degree in Communications. Seeking a remote role that leverages my writing skills and experience in childcare or manufacturing.

Work Experience

Infant Teacher

Kindercare-Matawan, NJ
January 2024 to Present

- Created and implemented age-appropriate lesson plans for infants, focusing on sensory exploration, language development, and motor skills
- Maintained a safe and nurturing environment for infants by closely monitoring their activities and ensuring proper hygiene practices
- Established strong relationships with parents through regular communication, providing updates on their child's progress and addressing any concerns or questions

Day Porter

Frantz Building Services-Bloomington, IN
July 2023 to January 2024

- Maintained cleanliness and appearance of assigned areas, including lobbies, hallways, restrooms, and common spaces
- Managed inventory of cleaning supplies and equipment, ensuring an adequate stock at all times
- Responded promptly to customer requests or complaints regarding cleanliness or maintenance issues

Machine Operator/Assembler

Cook Polymer-Bloomington, IN
September 2019 to February 2023

- Conducted thorough inspections of incoming raw materials, ensuring compliance with quality standards and specifications
- Performed visual and dimensional inspections on finished products to verify conformance to customer requirements
- Utilized precision measuring instruments such as calipers, micrometers, and gauges to perform accurate measurements

Customer Service Associate

Walgreens-Oklahoma City, OK
February 2015 to June 2019

- Provided exceptional customer service by addressing inquiries, resolving complaints, and ensuring customer satisfaction

- Demonstrated strong product knowledge to assist customers with making informed purchasing decisions
- Assisted in training new team members on company policies, procedures, and best practices for delivering excellent customer service

Cashier

Target-Oklahoma City, OK

January 2013 to January 2014

- Processed customer transactions accurately and efficiently, handling cash, credit cards, and electronic payments
- Maintained a balanced cash drawer at all times, reconciling discrepancies promptly
- Provided exceptional customer service by greeting customers with a friendly demeanor and addressing their inquiries or concerns

Infant Teacher

La Petite Academy-Oklahoma City, OK

January 2012 to January 2013

- Created and implemented age-appropriate lesson plans for infants, focusing on sensory exploration, language development, and motor skills
- Maintained a safe and nurturing environment for infants by closely monitoring their activities and ensuring proper hygiene practices
- Established strong relationships with parents through regular communication, providing updates on their child's progress and addressing any concerns or questions

Team Member

Arby's-Oklahoma City, OK

January 2011 to May 2012

- Collaborated cross-functionally with other teams to ensure seamless integration of efforts for successful project execution
- Utilized effective time management skills to prioritize tasks within the team's workflow
- Demonstrated flexibility by adapting quickly to changing priorities or unexpected challenges within the team dynamic

Education

2nd year student in Communications

Southern New Hampshire University - Manchester, NH

January 2023 to Present

Skills

- QA/QC
- Experience with Children
- Childcare (1 year)
- Food Preparation
- Shift Management
- Porter Experience
- Creative writing (10+ years)

- English
- Shipping & Receiving (4 years)
- Quality Assurance (3 years)
- Quality Control (3 years)
- Caregiving (1 year)
- Customer service (6 years)
- Early Childhood Education
- Assembly (3 years)
- Supervising experience
- Classroom Management
- Retail Sales
- Commercial Cleaning
- Manufacturing (3 years)
- Nannying
- Time Management
- Custodial Experience
- Infant care (1 year)
- Organizational Skills
- Writing skills (10+ years)
- Customer service
- Cleaning Experience
- Cash register
- Cashiering (6 years)
- Toddler Care (1 year)
- Machining (3 years)
- Porter experience
- Computer literacy (7 years)
- Communication skills
- Quality Inspection (3 years)
- Typing (10+ years)
- Typing
- Babysitting (10+ years)

Languages

- English - Fluent

Awards

Sigma Tau Delta International English Honor Society

November 2024

Sigma Tau Delta, International English Honor Society, was founded in 1924 at Dakota Wesleyan University. The Society strives to

- Confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies;
- Provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities;
- Foster all aspects of the discipline of English, including literature, language, and writing;
- Promote exemplary character and good fellowship among its members;
- Exhibit high standards of academic excellence; and
- Serve society by fostering literacy.

With over 770 active chapters located in the United States and abroad, there are more than 1,400 Faculty Advisors, and approximately 7,500 members inducted annually.

Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

Dean's List

August 2024

Recognition of outstanding academic achievement at Southern New Hampshire University.

Certifications and Licenses

CPR Certification

Assessments

Customer focus & orientation — Proficient

August 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Customer service — Proficient

December 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.