

Tayrin Whitehead

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PROFESSIONAL SUMMARY

Skilled writer and Sigma Tau Delta International English Honor Society member with 12 years of professional experience in quality-driven roles. Proven track record in stakeholder communication, brand storytelling, and meticulous quality assurance. Currently maintaining Dean's List standing and graduating in May 2026.

EDUCATION

Southern New Hampshire University | Manchester, NH Bachelor of Arts in Communications | Expected Graduation: May 2026

Honors: Sigma Tau Delta International English Honor Society, Dean's List (2024).

Core Competencies: Strategic Communications, Brand Identity, Professional Writing.

PROFESSIONAL EXPERIENCE

Kindercare | Infant Teacher | Matawan, NJ | Jan 2024 – Present

Created and implemented age-appropriate lesson plans focusing on language development and motor skills. Established strong relationships with parents through regular communication and progress updates. Maintained a safe and nurturing environment by ensuring proper hygiene and safety practices.

Frantz Building Services | Day Porter | Bloomington, IN | July 2023 – Jan 2024

Managed inventory of cleaning supplies and equipment to always ensure operational readiness. Responded promptly to customer requests regarding cleanliness or maintenance issues.

Cook Polymer | Machine Operator/Assembler | Bloomington, IN | Sept 2019 – Feb 2023

Conducted thorough inspections of raw materials and finished products to ensure compliance with quality standards. Utilized precision instruments such as calipers and micrometers to perform accurate measurements. Verified conformance to customer requirements through visual and dimensional inspections.

Walgreens | Customer Service Associate | Oklahoma City, OK | Feb 2015 – June 2019

Resolved customer complaints and inquiries to ensure brand satisfaction. Assisted in training new team members on company policies and service best practices.

SELECTED ACADEMIC PROJECTS

Brand Identity Campaign: Developed brand voice guidelines and conducted SWOT analysis for target audiences.

Digital Content Portfolio: Authored blog posts and professional content using AP Style.

Social Media Strategy: Designed content calendars for LinkedIn, YouTube, and TikTok to promote brand messaging.

TECHNICAL SKILLS

Software: Adobe Creative Suite, Microsoft Office (Word, PPT, Teams), WordPress, Canva.

Writing: Copywriting, AP Style, Fact-checking, Proofreading, Brand Messaging.

Certifications: CPR Certified, Driver's License.