

TAYLOR WHITAKER

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To seek and maintain a part-time position that offers professional challenges utilizing interpersonal skills, time management, and problem-solving skills. I am a dependable candidate who successfully manages multiple priorities with a positive attitude. I am willing to take on added responsibilities to meet team goals.

EXPERIENCE

MARCH 2021 – JULY 2022

SALES ASSOCIATE/CASHIER, NENA ACE HARDWARE

I assist in receiving, stocking, maintaining back stock levels, and pricing merchandise. I assist customers throughout the store and get them checked out in a timely manner. I not only provide a greeting when customers enter the store, but also thank them when they are leaving. I help to ensure calls are answered promptly and effectively.

JULY 2022 – AUGUST 2024

DISTRICT OFFICE INTERN, ILLINOIS ASSISTANT MAJORITY LEADER SENATOR DAVID KOEHLER

I complete an array of administrative tasks, including navigating through constituent calls, banking deposits, responding to donors with gratitude, planning meetings, and working with spreadsheets in Excel. I focus primarily on our constituents and their needs and concerns.

EDUCATION

MAY 2022

DIPLOMA, METAMORA TOWNSHIP HIGH SCHOOL

I maintained high honors for eight semesters while attending MTHS. I was a member of the National Honors Society, inducted as a junior. I competed on the MTHS Varsity Girls Golf team, serving as Captain my senior year. When not playing golf, I was a statistician for the Boys Track team.

MAY 2024

ASSOCIATES IN ARTS, ILLINOIS CENTRAL COLLEGE

I maintained a 4.0 GPA while attending ICC. I was a member of Phi Theta Kappa Honor Society.

SKILLS

Flexible and adaptable · Self-motivated · Detail oriented · Dependable and responsible · Collaborates well with teammates · Great interpersonal communication · Computer literate · Customer service

ACTIVITIES

- Recreational Golf
- School Newspaper (Courier)
- Scots Political Society
- Traveling
- Canvassing for State and Congressional candidates
- Volunteering at Almost Home Kids