

Kamesha Lewis-Taylor
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OBJECTIVE

Assertive detail-oriented individual, seeking a challenge allowing me to be active beyond the program to use accumulated skills and education through experiences in corporate settings; to assist an organization in management, recruiting, employee relations, Human Services and Human Resource tasks.

EDUCATION

Springfield College, Springfield, MA
Bachelor of Science April 2014
Major: Human Services Concentration: Early Childhood Education
GPA 3.875
UW-Milwaukee
Leadership Credential in Early Childhood Education 2018

EXPERIENCE PROFESSIONAL BACKGROUND

January 2008 – Present

Children's Knowledge Learning Center I, II, & III Milwaukee, WI Program Director/Administrator

- Payroll Manager through Paychex Systems
- Coordinate weekly/monthly management and staff meetings
- Conduct semi and annual reviews of staff members
- Screen, interview and orientate new employees including: hiring and termination
- Conduct employment verifications, references and background checks on all potential applicants
- Conduct child care enrollments with parents/guardians including: interviews/contracts/policies & procedures
- Coordinator of the DPI Food Program
- Handles mailings and bill payments
- Conduct State UI verifications
- Approve staff curriculums and weekly schedules
- Perform Sales, Marketing and Recruiting for the Center
- Recruiter for child care enrollment
- Compliance with the Dept. of Children & Families for Attendance Reporting
- Young Star approved
- Registry Program Profile certified
- Community Service involvement and networking of community events

May 2004- February 2010

SEEK CAREERS/STAFFING, Milwaukee/Appleton/Oshkosh, WI Branch Manager/Administrator/Recruiter

- Developed client relations and brought in 10 new clients through marketing efforts within 90days
- Increased skilled hire placements from previous year totaling over \$120K within 9 months
- Established & met annual budgets
- Community Service involvement and networking of community events; toured client companies

- Set daily, weekly and monthly goals for inside staff members
- Participated in introductory and annual reviews of inside staff members
- Screened, interviewed and recommended prospective employees for employment
- Marketing, Sales, Telemarketing and Recruiting via phone, postcard, fax and in person visits
- Developed creative ads and marketing techniques to recruit top performers
- Employment verifications, criminal background checks and references on potential employees
- Marketing and matching candidates with current and potential client companies
- Extended offers of employment to successful candidates
- Built & maintained positive rapport with both clients & associate

1996- 2004

MCDONALDS CORPORATION, Milwaukee, WI

General Manager/Assistant Manager

- Lead by example by presenting a professional appearance and positive attitude
- Maximized the sales potential of the restaurant through: Fast, Accurate, Friendly Service
- Retained quality crew through effective hiring, orientations, training and people skills
- Demonstrated effective time management and organizational skills
- Displayed the ability to effectively manage change
- Educated managers and staff on all appropriate personnel policies, labor laws, and security/safety procedures
- Recruited, selected, and retained an optimum number of employees, and management who were enthusiastically dedicated to customer satisfaction
- Used proper security and verification procedures when handling cash deposits and the contents of safe control. (Deposits, skims, staggered methods etc.)
- Ensured all daily paperwork, weekly inventories and statistical reports were completed accurately and on a timely basis.
- Handled complaints calmly and effectively.

RELEVANT COURSES

Leadership Credential in Early Childhood Education- UWM School of Continuing Education

The-Registry Level 16

WMELS Training (Wisconsin Model Early Learning Standards)

CSP Certification- Certified Staffing Professional

Leadership 101 & 102

7 Habits of Highly Effective People

4 Roles of Leadership

Effective Management Practices

BSM (Basic Shift Management Course / ASM (Advanced Shift Management

EMP (Effective Management Practices)

HU (Hamburger University Training)

COMMUNITY SERVICE

African American Chamber of Commerce – (AACC-Wisconsin)

INTERESTS' 2003-Present

Special Events Coordinator- **"Your Day" Special Events** is your full-service planning professional, providing you with spectacular stress-free occasions that allow you to be a guest at your own event. My commitment to strong customer relationships, exceptional service and attention to every detail will make **"Your Day" Special Events your first choice when planning your next event.**

REFERENCES UPON REQUEST