

Taylor Kyei • +1-443-850-4441 • taylorkeyi9@gmail.com

Professional Summary

Professional summary- Motivated student pursuing a degree in Cybersecurity with a strong foundation in customer service, organizational skills, and administrative support. Creative problem-solver adept at managing multiple priorities, maintaining attention to detail, and working collaboratively in team-oriented environments

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
 - Strong verbal and written communication
 - Excellent organizational and multitasking abilities
 - Time management and leadership
-

Experience

Receptionist/Customer Service Associate

Starbucks, Laurel, MD

May 2024 - September 2024

- Delivered exceptional guest experiences, addressing inquiries with professionalism and efficiency.
- Managed financial transactions and ensured accuracy in compliance with company policies.
- Maintained organized records of transactions and shift performance.
- Assisted in scheduling and inventory management.
- Supported team operations by restocking supplies and maintaining a clean workspace.

Administrative Support Specialist

Women in Cybersecurity Club, Anne Arundel Community College

September 2024 - Present

- Recorded and distributed meeting minutes to ensure accurate documentation of discussions and decisions.
- Managed communications, including emails and event announcements, for seamless information dissemination.
- Organized meeting schedules and coordinated event logistics.
- Maintained comprehensive digital records of club activities for future reference.

Tutor and Administrative Assistant

Learn To Be, Laurel, MD

January 2022 - April 2023

- Provided academic support to students, tailoring instruction to meet individual needs.
- Developed lesson plans and maintained organized schedules and progress reports.
- Communicated with parents and educators to ensure alignment on academic goals.

Online AI Modeler Freelance – Remote

November 2023 - Present

- Helped train AI models by preparing and organizing datasets.
 - Worked with teams to test AI models and improve their results.
 - Gained hands-on experience in using tools for AI model training and evaluation.
-

Education

Anne Arundel Community College, Arnold, MD
Associate of Science in Cybersecurity (Expected 2026)

Meade High School, Fort Meade, MD
Graduated: June 2024 | GPA: 3.8/4.0 | Honors: Cum Laude

Affiliations - Member, Madam Ambassador BPIA