

# Taylor Hall

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University of West Georgia  
Carrollton, GA 30118

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## Education

- **GEORGIA SOUTHERN UNIVERSITY** STATESBORO, GA
- Bachelor of Arts, Political Science/ Pre-Law; Minor: Sociology May 2012

## Experience

- **UNIVERSITY SYSTEM OF GEORGIA ECAMPUS** CARROLLTON, GA
- Collaborative Programs Support Specialist July 2016- Present

- **ASPEN DENTAL** NEWNAN, GA
- Office Manager Trainee/ Patient Service Representative October 2015-June 2016

- **DEPARTMENT OF VETERANS AFFAIRS(SOURCEHOV)** NEWNAN, GA
- Data Entry Clerk March 2014- October 2015

- **NCR** PEACHTREE CITY, GA
- Team Lead/ Help Desk Agent July 2012- January 2014

- **CHICK-FIL-A** STATESBORO, GA
- Team Lead September 2010- May 2012

## Career Summary

Results oriented professional with over 10 years of clerical and office management experience. 5 years of sales and technical support experience. Track record for meeting deadlines and exceeding expectations. Strong leadership skills; able to prioritize, delegate tasks, and make sound decisions quickly while focusing on the bottom line. 15 years of training and employee development work experience. Skilled presenter, with strong communication, interpersonal, and presentation skills.