**Kenria A. Taylor**

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# Education:

## Johnson & Wales University Providence, RI

*Bachelor of Science Management* *Graduation: 05/2019*

## *Highest Honors Summa Cum Laude*

## GPA: 3.94/4.0- Dean's List

S.H.A.R.P- Accelerate Degree Program

## University of The Bahamas Nassau, Bahamas

*Associate of Applied Science Culinary Arts* *Graduation: 05/2017*

**GPA: 3.32/4.0**

**Work Experience:**

## Sanitation Services Company Ltd. Freeport, Grand Bahama

*Payroll Officer/ Accounts Payable* *02/2020 – 09/2021*

* + Ensured all payroll transactions of employees across various departments were processed efficiently and accurately through the use of Sage Accounting Systems.
  + Compiled and reconciled company vendor accounts, employee deductions, national insurance and other operational expenses.
  + Maintained payroll operations by following policies, procedures and resolved payroll discrepancies in a timely manner.

## The Stoned Crab Freeport, Grand Bahama

*Chef / Pastry Chef Assistant* *04/2019- 08/2019*

* + Utilized an extensive knowledge of culinary practices and techniques to transform a plate, a blank canvas into a cohesive work of art
  + Assisted in preparing and requisitioning food quantities for daily food service
  + Worked beside the Executive Chef during production and in-house specialty events

## Pelican Bay Hotel Freeport, Grand Bahama

*Front Desk Assistant* *05/2017-08/2017*

* + Ensured guest satisfaction through efficient and effective management of day-to-day operations
  + Maintained control of phones lines to guarantee guests requests and concerns were addressed
  + Communicated issues and ideas to management in a concise and professional manner

**Highlighted Accomplishments:**

* **Owner of Paradise Gourmet Doughnuts & Co.**

*A confectionery company specializing in gourmet doughnuts & specialty confections*

* **Member of The Bahamas National Culinary Team 2017**

*Caribbean Junior Chef of the Year*

* **Lyford Cay Foundation Scholar**

*Undergraduate Technical & Vocational Scholarship Recipient*

* **Caribbean Hotel & Tourism Association**

*Hall of Fame Inductee 06/06/2017*

* **Eta Sigma Delta International Hospitality Honors Society**

*Member since 11/04/2018*

**Skills:**

* **Technical Skills:** Microsoft Office - Word, Excel, PowerPoint and Outlook | Quick Books | Sage Accounting System | Google Suites | Google Drive | Zoom | Social Media platforms
* **Personal Strengths:** Interpersonal, organizational, analytical, problem-solving, communication and leadership skills