

# talaya hyatt

Vadnais Heights, MN

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9522015033

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Program Coordinator**

Success Homes, Inc. - New Hope, MN

August 2016 to Present

- Overseeing office operations for the program
- Maintaining records and files for the program
- Collecting and analyzing data on the program
- Ensuring compliance with program regulations
- Managing support staff
- Planning and scheduling program events
- Monitoring program budgets
- Payroll
- Schedules

## Education

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### **Associate's degree in Cosmetology**

Century College

September 2010 to May 2012

### **Associate's degree**

## Skills

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- Event Planning
- Program Management
- Management
- Budgeting
- Program Development
- Research
- Employee Orientation
- Administrative Experience
- Recruiting
- Office Management

- Strategic Planning
- Human Resources
- Team Management
- Payroll
- Data Analysis