

Taylor Hudley

([REDACTED]) | hudley.t@yahoo.com

Professional Experience

Administrative Assistant - Finance Department

Central Atlanta Progress- Atlanta Downtown Improvement District

Atlanta, GA | October 2023 - Present

- Facilitate planning and execution of events, conferences, community outreach programs, coordinating logistical details such as venue selections, catering, audiovisual setup, guest & employee accommodations.
- Govern account payable for over 65 accounts and receivable processes, and processing payments and vendor invoicing.
- Prepare financial reports, presentations, and forecasts for management review, delivering insights into organization fiscal health and performance trends.
- Developed and implemented robust financial tracking methods and comprehensive policies for the finance department.
- Coordinated administrative tasks, meeting scheduling, managing calendars, arranging travel logistics for staff and executives of 25+ employees.
- Develops digital filing and record keeping system for all organizational documents, contracts, and correspondence for efficient retrieval and accessibility.
- Assist in coordination and implementation of downtown Atlanta revitalization projects and community development initiatives, tracking timelines, milestones.

Dekalb County Registration and Elections

Administrative Assistant

Decatur, GA | January 2019 – February 2021

- Managed executive schedules, coordinating meetings, poll worker and outreach events, appointments and travel arrangements as needed.
- Prepare and edit confidential correspondence, reports, and presentations to support departmental initiatives.
- Create and implement official office policies and procedures and systems to enhance operational efficiency and workflow.
- Serve as a liaison between management and staff, facilitating communication and resolving issues.
- Oversee office inventory and supplies, ensuring timely ordering and organization of materials.
- Ensured compliance with election laws and maintained accurate records for voter registration and absentee ballots.

Data Entry Specialist

January 2017 – Current (PRN)

- Collaborate with team members to streamline data entry processes and improve overall efficiency.
- Respond to inquiries from the public regarding voter registration status and election procedures.
- Assist in the preparation and distribution of election materials, including ballots and voter information guides.
- Verify and validate voter information to ensure data integrity and accuracy in the electoral process.
- Maintain Georgia Secretary of State database data input, ensuring efficient processing, and compliance with federal and state laws and regulations.

Tour Guide III (Admissions Counselor I)

Georgia State University

Atlanta, GA | January 2021 - October 2023

- Cultivated strong public relations skills by fostering positive interactions with diverse audiences.
- Organized and participated in special events and open houses, showcasing campus facilities.
- Collaborated with colleagues to tailor tours to specific interests, ensuring a personalized and impactful experience.
- Planned and coordinated campus visits and open houses, enhancing the recruitment experience for prospective students.
- Developed and implemented recruitment strategies, representing the university at various events to promote academic programs.
- Maintained detailed records of applicant interactions and generated reports to inform strategic planning.

Assistant Programs & Policy Manager

Roots Down | Decatur, GA | August 2022 - January 2023

- Collect and analyze data related to Dekalb County's economic development comprehensive plans, preparing reports and presentations that summarize key findings and provide actionable recommendations for stakeholders.
- Designed and implemented employee wellness initiatives and community-building activities that promote well-being and strengthen interpersonal relationships among staff, contributing to a positive workplace environment.
- Assisted in grant writing and compliance monitoring, ensuring accurate tracking of funding and program activities.
- Utilized GIS and various software programs to analyze spatial data related to land use patterns, helping visualize and interpret research outcomes. Monitor and evaluate existing land development policies, identifying areas for improvement and proposing innovative solutions.
- Coordinated educational workshops that enhanced community awareness and promoted involvement in environmental stewardship efforts.
- Led travel events to promote program initiatives, engaging with various communities to share best practices and gather feedback for improvements.
- Championed community involvement by implementing feedback mechanisms that informed program adjustments and enhanced participant satisfaction.

Policy Research Fellowship

Roots Down | Decatur, GA | August 2022 - January 2023

- Conceptualized and developed comprehensive community programs from inception, promoting sustainable land maintenance and development practices at the county level.
- Conducted thorough needs assessments to identify community priorities, ensuring that program objectives aligned with local agencies environmental goals and public interests.
- Devised strategic plans that included measurable success criteria, enabling ongoing evaluation and adjustment or program effectiveness and community impact.
- Managed project budgets with precision, allocating resources efficiently to maximize program reach and sustainability while ensuring fiscal accountability.

Policy & Land Sustainability Research Internship

Roots Down | Decatur, GA | January 2022 - May 2022

- Conducted comprehensive research on sustainable land development practices, analyzing policy implications and environmental impact assessments.
- Conduct comprehensive research on land use policies, sustainability practices, environmental regulations.
- Analyze and synthesize qualitative and quantitative data to identify trends and inform policy recommendations for local policy makers.
- Collaborate with cross-functional teams to develop reports, presentations, and policy briefs that communicate research findings effectively.
- Assist in the evaluation of existing land sustainability programs, providing insights for improvement and best practices.
- Engage with stakeholders, including community and government agencies, to gather input, foster collaborative solutions for land sustainability challenges.

Skills

- Event Coordination
- Policy Analysis
- Program Coordination
- Stakeholder Engagement
- Data Management
- Outstanding Communication Skills
- Administrative Support
- Team Collaboration
- Problem-Solving
- Financial Management

Education

Bachelor of Science in Public Policy Analysis

Georgia State University, Atlanta, GA

Certifications

- FEMA Certifications:
 - IS-0405 Mass Care/Emergency Assistance,
 - IS-01400 Foundations of Climate Science
- ArcGIS Mapping Software Certification
- Salesforce Administrator training (No certification, but experienced in software)
- Research Management and Leadership Training

References

References available upon request.