

Jayanth Kumar

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SUMMARY

Graduate student with strong experience in academic support, team coordination, data organization, and administrative operations within university and professional environments. Skilled in record keeping, scheduling, reporting, mentoring, and task management, with a demonstrated ability to support students, collaborate with staff, and contribute to structured academic programs. Brings a detail-oriented, student-focused, and professional approach aligned with the mission of educational support services.

EDUCATION

Binghamton University, State University of New York

Thomas J. Watson College of Engineering and Applied Science

Master of Science in Computer Science, Artificial Intelligence Track

Expected May 2027

Relevant Coursework: Artificial Intelligence, Machine Learning

UCSI University, Kuala Lumpur, Malaysia

Bachelor of Engineering (Honors), Mechatronic Engineering

January 2023

Relevant Coursework: Computing for Engineers, Engineering Software and Applications, Robotic Systems

TECHNICAL SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
- Google Workspace (Docs, Sheets, Calendar, Drive)
- Data entry, record keeping, and report preparation
- Scheduling and task coordination tools
- Python, SQL (used for data organization and analysis)
- Power BI, Tableau (basic reporting and visualization)

PROFESSIONAL EXPERIENCE

Siemens – Data Scientist | Bangalore, India

May 2023 – July 2024

- Maintained and organized large datasets, ensuring accuracy and consistency for reporting and assessment purposes.
- Assisted with building reports and summaries to support decision-making and operational planning.
- Coordinated with cross-functional teams to track tasks, timelines, and deliverables.
- Supported documentation and process organization for recurring workflows.
- Demonstrated strong attention to detail, accountability, and time management in a structured work environment.

PROJECT EXPERIENCE

Automated Interviewing System – Capstone Project

October 2024 – December 2024

- Supported the collection, organization, and evaluation of structured student response data.
- Maintained documentation and tracking of project tasks and outcomes.
- Collaborated with team members to plan workflows and meet deadlines.

Audio/Speech to Sign Language Converter – AI Hackathon

January 2025 – March 2025

- Assisted with data preparation, organization, and evaluation activities.
- Participated in team coordination, task tracking, and progress reporting.
- Contributed to documentation and presentation of project outcomes.

LEADERSHIP EXPERIENCE

Chess Club – Group Leader

UCSI University, Kuala Lumpur, Malaysia

September 2019 – October 2022

- Coordinated schedules and activities for weekly group sessions and events.
- Mentored junior members, providing guidance and academic-style support.
- Fostered an inclusive and collaborative learning environment.

- Assisted with record keeping and event planning.

Scania Pvt. Ltd. – Team Lead Intern Group

Bangalore, India

January 2023 – April 2023

- Supported supervision of intern teams through task coordination and progress tracking.
- Assisted with mentoring, communication, and performance feedback.
- Helped organize documentation and reporting for group activities.