

KAYLANI JAMES

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OBJECTIVE

To obtain an internship that will refine my skills in the technological industry.

KEY SKILLS

HTML, CSS; Software Experienced
Microsoft Office
Program Evaluation
Digital Marketing Campaigns
Administrative Support
Workflow Optimization
Avid Learner

EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS

Google Developer Student Club
Member

- Engaged in several workshops about how to improve myself as a technological student and have a successful career.

Careers Launchpad Diversity Market Makers
Hosted by Bank of America
February 2023

- A conference enhancing the entrepreneurship spirit within students while expanding their professional network.

Information & Digital Solutions Career Planning
Conference
Hosted by Eli Lilly & Company
October 2022

- A conference entailing the ins and outs of the technology sector in the company.
- Networked with exceptional professionals' while seeing a view of my future career.

EDUCATION

Google Inc., Remote, Jan'23-June'23

- Certification in Data Analytics

Florida A&M University, Tallahassee, FL, Jun'22-May'26

- Bachelor of Science in Information Technology
- Concentration: Data Mining and Web Design

PROJECTS

- Professional Website- This was a website created using HTML and CSS based on an idea for a future business I would like to own. It was used as a presentation to display the business products and for consumers to eventually buy from.

EXPERIENCE

Aug'22–Present

Marketing Assistant • LVNU Financial

- Invented a marketing plan to recruit new associates, including re-branding the firm and extending its web presence.
- Discovered sales and marketing opportunities and worked closely with the senior marketing director to raise the sales total.
- Developed new marketing strategies to meet needs, drive competitive growth, and improve the bottom line.

Apr'22–May'22

Intern • Marriott Orlando Downtown

- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Verified and investigated employment claims.
- Assisted management staff in annual year-end processes and data audits.

Sep'21–May'22

Social Media Program Assistant • The Plug Inc.

- Manage content, develop media plans and update social media, including Instagram and Facebook, with a focus on increasing awareness and engagement.
- Implemented strategies for strengthening brand awareness.