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# Jaylene James

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## SKILLS

I have experience in inventory management, supply chain administration, and IT, focusing on precision, efficiency, and innovative solutions. With education in Computer Simulation and Gaming, I bring strong technical skills and a creative approach to problem-solving and teamwork.

## EXPERIENCE

### **05/2023 - Present— Hayes IT (Information Technology) Intern**

- Engage in a process-driven, product development approach, including rigorous testing and on-time delivery, to ensure reliable performance and uncompromised safety.
- Utilize innovative engineering and a customer-first, collaborative mindset to create trusted braking systems and dedicated partnerships.
- Contribute to a team of brilliant, talented innovators who bring passion, curiosity, and an expectation of greatness each day.
- Implement advanced technology, such as 3D printing capabilities, to facilitate faster product development and innovative solutions for valued customers.

### **12/2022 - 04/2023 — Hayes Supply Chain Administrator**

- Oversee and update information about stock and supplies.
- Arrange and track the movement of goods to and from the company.
- Assist in acquiring materials and services needed for operations.
- Work to improve the overall flow of materials and products within the organization.

### **10/2021 - 12/2022 — Hayes Cycle Counter**

- Regularly check the amount and condition of items in the warehouse without disrupting operations.

- Work to minimize mistakes and differences between physical inventory and the system records.
- Focus on enhancing the precision and trustworthiness of inventory data for better customer service and order fulfillment.
- Ultimately, strive to improve customer service and order processing through accurate inventory management.

## EDUCATION

**2021 - 2024 — *Associate Degree for Computer Simulation and Gaming*,  
Milwaukee Area Technical College**

### **Career Preparation:**

Prepare for a career in animation, gaming, computer programming, multimedia development, and film production, with a focus on game design or programming.

### **Technical Skills:**

Acquire skills in test simulations, game design, 3D animation, and communication in a team environment.

### **Industry Relevance:**

Understand the use of gaming technology as educational tools and its increasing acceptance and demand in various fields.