

KENDCEY W. JEAN

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PROFESSIONAL EXPERIENCE:

Project Management Intern | Beausoleil Consulting Services, NYC | Jan 2025 –

Present

- Supported residential and commercial design projects using strategic planning and analytics
- Tracked 20+ inspections and ensured regulatory compliance across 5+ projects
- Aided in procuring required documents such as permits, vendor contracts, and compliance reports
- Applied UX/UI principles to improve space usability
- Conducted market research and compiled reports on construction progress and design challenges
- Contributed to superior craftsmanship and client-centered solutions

Team Leader | H&R Block, NYC | Nov 2024 – May 2025

- Led associates and provided training
- Managed tax preparation and daily operations
- Maintained client accounts and handled scheduling
- Produced reports and monitored financial data

Designer & Analyst | Tacoma, WA | Jan 2023 – Present

- Delivered creative assets, mockups, and websites
- Consulted on branding, marketing, and SEO strategy
- Designed websites and optimized for SEO
- Provided photography and online marketing services
- Managed 50+ client accounts

Marketing Assistant | Fine Line Marketing, Tacoma, WA | Jun 2023 – Jul 2023

- Participated in marketing management training
- Developed sales techniques and managed campaigns
- Consulted clients on branding and product selection
- Led training for 10+ associates

Cryptologic Analyst | U.S. Army | Jun 2019 – Jul 2023

- TOP SECRET clearance
- Fluent Indonesian linguist (2/2/1+)
- Information collection operations and data analysis
- Managed classified information and HR collaboration

EDUCATION:

University of Maryland | BA in Business Administration | Concentration in Digital Media Web Technology | Graduation : Aug 2025

- Courses: UX/UI, Python, R, SQL, HTML, CSS, JavaScript, Strategic Management, Business Law, Accounting, Marketing
- Dean's list (x7) | GPA 3.8

Google Project Management | Verify this certificate at:

<https://coursera.org/verify/professional-cert/LEKZ4240W3DM>

Google Cloud Digital Leader Training | Verify this certificate at:

<https://coursera.org/verify/professional-cert/TZO05MOZ3HHI>

Google Data Analytics | Verify this certificate at:

<https://coursera.org/verify/professional-cert/Q99RU5GYOQTE>

Search Engine Optimization (SEO) | University of California, Davis | Verify this certificate at: <https://coursera.org/verify/specialization/UWPN3FUL540H>

SKILLS:

Programming: SQL, Python, R, HTML, CSS, JavaScript, React, Next.js

Project Management | Team Management | Data Analytics & Visualization | UX/UI Design | Figma, Adobe Creative Suite | Strategic Thinking | Leadership |Customer Service | SEO | Copywriting | Market Research | Sales | Photography | Website Design

INTERESTS:

World History | Science Fiction | Music | Reading | Long walks through NYC parks

