Kendcey W. Jean

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EXPERIENCE

Project Management Intern, Beausoleil Consulting Services, NYC

Jan 2025 - Present

- Assist in the execution of residential and commercial interior design projects by applying strategic planning, data analytics, and leadership principles.

- Use data-driven insights to optimize premises functionality, design efficiency, and operational workflows.

- Track inspections and maintenance schedules, ensuring compliance with project timelines and regulatory standards.

- Compile and analyze reports to relay critical findings on construction progress, facility maintenance, and design challenges.

- Integrate market research and UX/UI principles to refine interior spaces for enhanced aesthetics and usability.

- Support the firm's commitment to superior craftsmanship, strategic innovation, and client-centered solutions.

Team Leader, HR Block, NYC

NOV 2024 - PRESENT

- Assist in tax preparation
- Oversee daily operations
- Leading associates / Provide training
- Ensure high level of customer satisfaction and retention
- Monitor financial data/ tax data
- Maintain client account
- Handle administrative task (scheduling, coaching)
- Report writing

SKILLS

Project Management

Data Analytics

SQL Python R HTML CSS JavaScript REACT NEXT

Figma

Adobe Creative Suite

Data visualization

Strategic Thinking

Customer service

Leadership

Data Collection

Sales

Copywriting

Design

Market Research

UX/UI

SEO

CERTIFICATIONS

Coursera - present

- PMP
- Google Data Analytics

Six Sigma Yellow belt

Freelance, Designer/Analyst, Tacoma**,** WA

Intelligence operations

JAN 2023 - PRESENT

Cyber awareness

- Google SEO certificate
- UMGC student-Business Administration

Google SEO

- Provide creative assets and mockups for clients and companies
- Consult clients in marketing, branding and business management
- Website prototyping
- Website Design
- Strategic Design
- Assist clients in creating websites to reach their marketing and SEO goals
- Online marketing
- Photography

US LawShield, Tx— Sales agent

July 2023 - July 2024

- Property and Casualty license
- Assist regional managers with team building, communication processes
- Develop sales tactics while keeping detailed records
- Drive membership and facility partnerships through a wide variety of different sales activities
- Knowledgeable in Washington state self defense and gun laws
- Public speaking/engagement
- Present and market company product to audience during events and classes

Fine line marketing, Tacoma**,** WA— Marketing Assistant

Jun 2023 - July 2023

- Marketing management in training program
- Effectively manage people/understand profit and loss strategies
- Collaborations with local suppliers
- Developed sales and marketing techniques
- Consult clients in marketing, branding and business management
- Assist clients in selecting a variety of products
- Assist in marketing events and campaigns

U. S ARMY, Tacoma, WA— MI Cryptologic Linguist (35P)

JULY 2019 - July 2023

- Maintained a TOP SECRET clearance
- Indonesian linguist (2 2 1+)
- Performed multiple team operations involving gathering of data and secret communication channels
- analyze data and paperwork for 100+ employees
- Handled Classified/Sensitive information
- Integrate HR practices, policies and programs while collaborating with senior staff in resolving problems
- Create project related reports
- Performed daily/weekly/monthly/yearly maintenance and inscriptions

Combined Insurance, New York State—Sales agent

DEC 2018 - JUNE 2019

- Obtained series 6 license
- Educate clients regarding coverages, benefits, quotes and options
- Supplemental insurance including accident, life insurance and critical care coverage
- Worked with a team of agents
- Gather date for customers

EDUCATION

Coursera — Google Data Analytics Professional Certification

Feb 2024 - PRESENT

Coursera —Project management certification program/SEO

Feb 2024 - PRESENT

University of Maryland Global Campus — BA Business Administration/Management, digital media and web technology

WINTER 2021 - PRESENT

- UX/UI courses
- HR Functions
- Writing
- Business Law
- Python R SQL HTML CSS JavaScript

- COMM 207 Visual Communication
- CMSC 105 Problem Solving and Algorithm Design
- CMST 308 User Experience and Interface Design
- CMST 385 Principles of Web Design and Technology
- CMST 488 Advanced JavaScript
- ACCT 220-221 Accounting 1 and 2
- FINC 330 Business Finance
- IFSM 300 Information Systems in Organizations
- MRKT 310 Marketing Principles
- BMGT 380 Business Law
- BMGT 495 Strategic Management

Goodfellow Air Force Base, TX—Military intelligence training

AUG 2020 - DEC 2021

- Military intelligence technical training
- Trained with software used in combat and intel operations
- Trained in leading specialized teams for combat operations
- Developed essentials skills for survival in the wilderness
- Wave Theory
- Classification of document

Defense Language Institute, Monterey CA— Indonesian

SEP 2019 - AUG 2020

- College level understanding of the Indonesian language, culture and customs.
- Developed linguistic skills for analytics operations
- AA degree in language arts

High School— Brooklyn, NY- Beaufort,SC Jacksonville, FL

2017 Graduate

- Robert E. Lee Senior High School (Graduate with honors)
- Whale branch early college highschool
- Brooklyn Institute for Liberal Arts
  - CFES student leader
  - Student government
  - Day-care volunteer
  - Developed an interest in coding and software