

# JEHLANI WILCHER

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## OBJECTIVE

Hard-working and determined college student and United States Airman with an active security clearance. Interested in securing an internship and gaining experience for full-time employment.

## EDUCATION

**Sam Houston State University**, Huntsville, TX

*Bachelor of Science in Management Information Systems*

**May 2024**

GPA: 3.43, Coursework: Business Statistics, Financial Accounting, Intro to Management Information Systems

## ACADEMIC PROJECTS

### Company Analysis Project

- Served on a project team of five with the goal to research and evaluate General Nutrition Centers (GNC) and devise a plan to pull the company out of bankruptcy.

### Coding with Scratch

- Assembled and organized digital blocks in a sequential order to create a program. Scratch allows users to create programs without learning programming language.

## EXPERIENCE

*General Dynamics Information Technology*

**June 2022- August 2022**

### Business Development Intern

- Assisted HR Growth team in sourcing for candidates once contracts have been awarded.
- Pioneered a quarterly newsletter for the entire HR Growth team.
- Collaborated with Intel and Homeland Security team in extracting data required for specific bids and projects.
- Opened and revised faulty job requisitions utilizing Workday.
- Strengthened and improved the composition of the HR Growth SharePoint site.

*Lady Lib LLC*

### Client Operations

**January 2022- Present**

- Interview prospective candidates.
- Coordinate meetings to initiate client onboarding processes.
- Performed extensive background checks and social media sweeps on potential candidates.

*U.S. Air Force Reserves*

### Health Services Management

**June 2021- Present**

- Security clearance, Secret-level clearance, active (June 2021–present)
- Assembled, filed, safe-guarded, and transferred patient health records.
- Processed requests for diagnostic tests, consultations, and referrals.
- Prepared patient related correspondence and orders for transfer, assignment, and aeromedical evacuation.
- Managed healthcare resources and facilities, including financial statements and reports.

*The Cheesecake Factory*

### Server

**April 2021- January 2022**

- Responsible for taking guests orders and ensuring guests satisfaction.
- Performed food preparation duties such as assembling appetizers and making beverages in a fast-paced environment.
- Build and maintained guests' relationships.

## LEADERSHIP AND PROFESSIONAL DEVELOPMENT

*SEO Career*, New York, NY

### SEO EDGE Participant

**December 2022 – Present**

- Receive coaching and online instruction to achieve targeted interview, technical, and professional developmental goals
- Learn business fundamentals to compete successfully for internship opportunities
- Complete industry-specific training and assessments focused on developing technical skills, institutional knowledge, and attention to detail

## SKILLS

**Technical:** Proficient in Microsoft Suite, Share Point • **Certifications:** Southwest Professional Communications