

Ja'chai De' Jesus

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Work Experience

Data Entry Specialist

Arise Virtual Solutions | United States | Remote
June 2025 - Present

- Managed and validated high-volume datasets across CRM and internal systems, achieving 99.8% data accuracy and ensuring operational integrity in customer-facing processes.
- Optimized digital workflows and reporting structures, improving processing efficiency by 25% and enabling cross-functional teams to access audit-ready information in real time.
- Facilitated data-driven decision-making by delivering actionable insights to Customer Experience and Operations teams, strengthening service delivery and performance metrics.

Independent Contractor

JAHKAI LLC | United States | Hybrid
September 2017 - June 2025

- Directed international projects across fashion, entertainment, technology, beauty, health & wellness, and music, providing strategic oversight from concept to execution across diverse markets.
- Developed and implemented scalable operational frameworks and SOPs, streamlining workflows, reducing project cycle times by up to 25%, and improving cross-functional team productivity.
- Oversaw end-to-end product development, project management, and logistics coordination for multi-market initiatives, consistently achieving on-time delivery of 95% of project milestones while maintaining quality, compliance, and brand standards.

Assistant Operations Manager

OnTrac | Tampa
June 2024 - April 2025

- Directed end-to-end logistics operations, overseeing shipment coordination, inventory flow, and cross-departmental processes to sustain 98% on-time delivery rates.
- Implemented performance standards and process improvements that increased operational efficiency by 20%, reduced fulfillment delays, and enhanced cross-border coordination between distribution hubs.
- Collaborated with regional and corporate leadership to analyze operational metrics, forecast demand trends, and scale workflows across multiple facilities.

Brand Strategist

Runway Republic | NYC | Hybrid
January 2024 - May 2024

- Designed and executed integrated brand strategies for domestic and international markets, enhancing global visibility and multi-channel engagement.
- Guided cross-functional creative, marketing, and production teams to translate brand identity into cohesive campaigns, ensuring cultural relevance and market alignment.
- Leveraged market intelligence and consumer insights to optimize content direction, achieving a 30% increase in international audience reach and stronger cross-market brand recognition.

Education

CCC | Artificial Intelligence Practitioner

Hillsborough County Community College | Online
January 2026 - 2027

TEFL 120 HR CERTIFICATION NO. TR6413423417

Teacher Record | Online
January 2023

B.F.A | Art Direction - Advertising & Branding

Savannah College of Art and Design | Atlanta, Georgia
September 2016 - November 2022

Active Skills

Project Development Software

OpenAi (Lesson Planning) | Canva + Designer (Visual Aids Design) | Deep Seek + Copilot (Resource Creation)
2019 - 2025

Project Management Software

Asana (Curriculum Mapping) | Suite (Grade Tracking) | PoeAi (Program Directing)
2016 - 2025

Tech-Assisted Bilingual Communication (Spanish, Japanese, French, to English)

Tools: Timekettle (W4 / WT2 / Babel OS 2.0) | Google Android Translate (Conversation Mode)
2023 - 2025