

JAYCE ROWE

WAREHOUSE ASSOCIATE / INSTALLER APPRENTICE

📞 (201) 555-0123 ✉️ jayce.rowe@example.com

🌐 linkedin.com/in/jayce-rowe 📍 Newark, NJ 07102

STRENGTHS

- 📁 **Organizational Skills**
Demonstrates strong organizational skills by effectively managing multiple inventory tasks each week, ensuring smooth operations.
- ✓ **Reliability**
Recognized for consistency in attendance and quality work; colleagues often depend on a reliable presence during critical tasks.
- ⚙️ **Mechanical Aptitude**
Grew hands-on skills in mechanical assembly during educational projects, recognizing value in practical application and real-world contexts.
- 👥 **Team Collaboration**
Contributes positively to team dynamics; recognized as a go-to person for group support and resource sharing among peers.
- 👁️ **Attention to Detail**
Committed to achieving high-quality outcomes by valuing precise work, guiding others to uphold similar standards in shared projects.

SKILLS

Inventory Management

Mechanical Assembly

Customer Service

Time Management

Team Collaboration

Problem Solving

Logistics Coordination

Quality Inspection

SUMMARY

Driven warehouse associate and aspiring installer committed to excellence in inventory management and customer service. Experience in organizing, stocking, and preparing materials for daily operations showcases a strong work ethic and reliability. Collaborative efforts have fostered teamwork while advocating for safety precautions in busy environments. Mechanical aptitude matched with eagerness to learn installation skills strengthens capacity to contribute effectively to the team. Excitement about contributing to a thriving garage solutions company motivates continuous learning and skill development for operational success.

EDUCATION

Bachelor's Degree in Mechanical Engineering

New Jersey Institute of Technology 🎓 GPA: 3.5 📅 2026 📍 Newark, NJ

Coursework: Fluid Mechanics, Thermodynamics, Materials Science, Technical Drawing

TECHNICAL SKILLS

- **Inventory Tools:** RFID Scanners, Barcode Printers, ERP Systems
- **Rental/Supply Platforms:** Procurify, Fishbowl, Zoho Inventory
- **Power Tools:** Drills, Saws, Wrenches
- **Safety Equipment:** Hard Hats, Safety Goggles, Ear Protection
- **Software Applications:** Microsoft Office, Google Workspace, Slack
- **Project Management Tools:** Trello, Asana, Jira
- **Measurement Devices:** Calipers, Laser Levels, Micrometers
- **Communication Tools:** Email, Phone, Messaging Apps
- **Quality Assurance Practices:** ISO Standards, Six Sigma, Lean Practices
- **Training Methods:** Peer Coaching, Workshops, Demonstrations

EXPERIENCE

Warehouse Operations Assistant

University Project 📅 January 2026 - Present 📍 Newark, NJ

Supported daily operations by managing inventory and logistics for a university-sponsored project focused on warehouse efficiency. Streamlined communication with peers enhanced overall workflows for installations. Developed tracking systems for incoming stock, ensuring accuracy and organization for project needs.

- Streamlined inventory management, guaranteeing accurate tracking of materials while supporting project needs.
- Coordinated installation tool preparation, improving readiness and efficiency throughout operational hours.
- Implemented a new inventory tracking system that led to better data accuracy and material availability.
- Maintained cleanliness and safety compliance within the workspace, fostering a safe working environment.
- Conducted monthly supply audits, contributing significantly to preparedness for future projects.
- Collaborated with students to drive process improvements within team-based assignments.

Mechanical Systems Lab Assistant

Academic Research 📅 September 2025 - December 2025 📍 Newark, NJ

Safety Procedures

Technical Documentation

Client Communication

Installation Support

Material Management

Load Handling Hands-on Work

Workshop Facilitation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Warehouse Operations
Assistant at University Project (7
Months)

● Mechanical Systems Lab
Assistant at Academic Research
(3 Months)

Participated in mechanical prototype assembly and testing, aligning academic insights with practical applications to enhance performance visibility. Assessed quality control measures within lab environments while nurturing technical skills through teamwork.

- Engaged in meticulous assembly and testing duties which sharpened focus on detail-oriented mechanics.
- Documented all procedures and results, enhancing communication and collaboration among team members.
- Facilitated safety discussions that aligned with institutional operational procedures, driving adherence to guidelines.
- Took part in training sessions which improved both personal and peer understanding of mechanical installation techniques.
- Contributed to compliance audits aimed at securing lab safety certifications, safeguarding project integrity.
- Assisted in user workshops aimed at empowering peers with equipment handling best practices.

Team Member: Garage Solutions Challenge

Hackathon Project 📅 March 2025 📍 Newark, NJ

Collaborated with a diverse team to innovate a smart garage door prototype, reflecting comprehensive involvement in every phase from ideation to execution. Emphasized analytical abilities and enthusiastic engagement throughout interface assessments.

- Spearheaded design brainstorming sessions that culminated in innovative concepts for smart products.
- Oversaw usability feedback processes during user testing, refining functionality for optimal customer experience.
- Utilized project planning tools to secure deliverable timelines that accommodated workshop commitments.
- Presented project findings articulately, enhancing public speaking skills in demonstration settings.
- Cultivated relationships between participants fostering collaborative problem-solving narratives across teams.
- Prioritized stakeholder feedback in functional analysis, resulting in user-centric product enhancements.

LEADERSHIP & AWARDS

- Dean's List, NJIT (2024-2026)
- Hackathon Winner, Garage Solutions Challenge (2025)

CERTIFICATIONS

- Valid Driver's License 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Mechanical Engineering Society (2024-Present)
- Volunteer, Local Community Clean-Up Initiatives (2025)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST