JONEL RICHARDSON

AI Native Professional | Operations & Project Management 📧 jonel.richardson@pursuit.org | 🔲 (917) 346-0757

PROFESSIONAL SUMMARY

Operations manager transitioning to AI-native roles with 10+ years international leadership experience. Completing AI Native certification in prompt engineering, GitHub project management, and technical presentations.

TECHNICAL SKILLS

AI Native: Prompt Engineering, GitHub Project Management, Technical Presentations, Data Analysis
Technologies: AI/ML Integration, Performance Analytics, Communication Systems
Languages: English (Native), Japanese (Conversational)

PROFESSIONAL EXPERIENCE

Brooklyn Treehouse Preschool

Assistant Teacher | September 2023 - August 2025

- Implemented progressive inquiry-based learning for diverse age groups
- Developed communication frameworks and interactive engagement strategies
- Maintained health and safety protocols while managing multiple responsibilities

Kinder Kids International School | Tokyo, Japan

Operations Manager | March 2021 - April 2023

- Led team management for 50+ employees across multiple departments
- Optimized operational workflows and implemented standardized scheduling
- Conducted data-driven performance evaluations across safety and education standards

Native Class Teacher & Grad Club Instructor | August 2017 - June 2023

- Developed curriculum frameworks for nursery through K3 levels
- Built relationships with international parent community providing progress updates
- Scaled specialized English programs for advanced learners over 5-year period

EDUCATION

Ohio Wesleyan University | Delaware, OH | Bachelor of Arts: Economics | May 2015

AI Native Certification Program | In Progress | Prompt Engineering, GitHub Management

INTERESTS

International experience (8 years Japan), athletics (Ultimate Frisbee, Tennis), AI/tech learning