

# Jay Verma

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## SUMMARY

Solution-oriented tech professional with 4+ years of experience building ATS-optimized resumes, recruitment automation pipelines, and production web applications. Skilled in Python, HTML, CSS, and JavaScript with a strong track record in reducing manual workloads and deploying scalable workflows in US-market environments.

## EXPERIENCE

### Resume Specialist / Automation Expert

Feb 2025 – Present

*Kognexwise Techno Solutions LLC*  
*Ahmedabad, IN*

- Automated LinkedIn Easy Apply workflow using a **full-stack automation tool** (Python, Selenium, JS) with configurable candidate profiles, **cutting manual recruiter effort by 60%**.
- Built a **Clearance Checker Chrome Extension** (JavaScript) for automated JD screening, **improving job description analysis accuracy by 15%**.
- Deployed a **centralized internal file-sharing server** for resume distribution, **reducing turnaround time by 70%**; trained **27+ recruiters** via structured onboarding docs, **boosting efficiency by 40%**.

### CV Expert / Interview Trainer

Aug 2024 – Feb 2025

*Techsara Solutions*  
*McKinney, TX (Remote)*

- Engineered **80+ ATS-optimized resumes** across IT, finance, insurance, and healthcare domains using **Claude, ChatGPT, Gemini**, and advanced prompt engineering.
- Coached **40+ candidates** through mock interviews, achieving an **80% screening clearance rate** by aligning preparation with US recruiter expectations.

### Expert CV Coach

Dec 2023 – Aug 2024

*Helix Tech IT Services*  
*Delaware, US (Remote)*

- Achieved **100% ATS score on ResumeWorded** by strategically aligning resume content with high-value keywords and role-specific skills.
- Developed interview prep materials, question sets, and candidate positioning guides that improved US screening round outcomes for 30+ clients.

### US IT Recruiter

May 2023 – Aug 2023

*SGS Consulting*  
*Princeton, NJ (Remote)*

- Managed end-to-end US IT recruitment using job boards, ATS platforms, and networking; built and maintained an active candidate pipeline for multiple open roles.

## PROJECTS

### Project Management App | *Flask, SQLite, Python, Role-Based Auth*

- Developed a **Trello-style LAN project tracker** with permanent audit-trail comments, role-based access control, and a full CRUD task system built on SQLite.

## TECHNICAL SKILLS

**Languages:** JavaScript (ES6+), Python, HTML/CSS, SQL, Java (Android)

**Front-End:** React.js, Redux, Tailwind CSS, Bootstrap, jQuery, DOM API

**Back-End & DevOps:** Node.js, Express.js, Flask, AWS (EC2, S3, Lambda), Docker, GitHub Actions, Firebase

**Automation & AI:** Selenium, Claude, ChatGPT, Gemini, DeepSeek, n8n

**Resume & ATS:** ATS Optimization, ResumeWorded, ResumeGo, LaTeX/Overleaf, US Resume Formatting

**Tools:** Git, Advanced Excel, MS Office Suite, Agile

**Soft Skills:** Problem Solving, Active Listening, Attention to Detail, Time Management

## EDUCATION

### Chhattisgarh Swami Vivekanand Technical University

Jul 2018 – Jun 2022

*Bachelor of Engineering – Computer Science*

## CERTIFICATIONS

**Pearson Versant C1 English Certification**