

JAIS COLLINS

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Operations · AI & Automation · Consulting | Saskatchewan, Canada · Open to relocation

PROFILE

Operations and business analysis professional with six years across consulting operations, project and account control, and team leadership in Canada and India, including three years supporting 50+ global Health & Benefits clients at Aon. Designs, directs and runs multi-agent AI workflows: launched a live 84-business directory built with AI assistance and operates a nine-agent AI operations system with human approval gates.

TECHNICAL & PROFESSIONAL SKILLS

- **Operations, Analysis & Consulting:** Process improvement (Lean Six Sigma White Belt); root-cause, variance and trend analysis; KPI reporting; budgeting and reconciliation; stakeholder management; business cases and executive briefings; event coordination.
- **Research & Evaluation:** Market, policy and business research; program evaluations and internal audits; comprehensive analysis of complex issues and trends; AI-assisted research synthesis; evidence-based findings and recommendations for senior management.
- **AI & Automation:** Multi-agent workflow design and task delegation; prompt engineering; MCP connectors (Gmail, Google Drive, Notion, Slack); Claude, Claude Code, ChatGPT, OpenAI Codex, Gemini; Python and shell scripting; launchd/cron scheduling; REST APIs; Git.
- **Data & Business Tools:** Advanced Excel (pivots, lookups, macros); Power BI, Tableau and SAS (working knowledge); Microsoft 365.

PROFESSIONAL EXPERIENCE

The Red Apple Stores ULC | Saskatchewan

March 2024 – Present

Assistant Store Manager

- Own POS reconciliation, cash controls and inventory reporting; investigate variances to root cause before corporate reporting.
- Build Excel labour-cost and scheduling models for an 11-person team; analyze sales and shrink trends; promoted within six months.

Prairie Bee Meadery | Saskatchewan

2025 – Present

Brand Ambassador & Market Representative (Part-Time, On Call)

RONA+ | Sarnia, ON

July 2023 – February 2024

Customer Service Representative, Front-End Operations

CGI | Toronto, ON

September 2022 – December 2022

Project / Account Control Officer (Co-op)

- Tracked committed and actual costs on client accounts, investigated variances, and prepared reports and executive briefings.
- Coordinated meetings, workshops and executive events, improving team efficiency by 10% through data-informed resource planning.

Aon | New Delhi, India

February 2018 – March 2021

Consultant, Operations

- Supported 50+ global Health & Benefits clients over three years with daily, weekly and monthly reporting for clients and leadership.
- Built advanced Excel financial and performance models from multiple source systems; standardized and automated recurring reporting.
- Led recurring internal audits and program evaluations, presenting root-cause findings and recommendations to senior management.

PROJECTS & APPLIED AI

Discover the Qu'Appelle | discover-the-quappelle.vercel.app

2026 – Present

Founder & Builder — Live Tourism & Business Directory (AI-Assisted Build)

- Launched a live public directory for the Qu'Appelle Valley: 84 local businesses from published records, an events calendar and a blog.
- Directed AI coding agents through written specs to build it on Next.js 16, React 19, TypeScript and PostgreSQL (Neon): 19-table schema, about 77 routes, versioned REST API, JWT roles, a business-owner dashboard and an admin panel with audit log.

FutureMe | Multi-Agent AI Operations System

2026 – Present

Designer & Operator — built and run with Claude Code and OpenAI Codex

- Designed and run nine specialized AI agents (sourcing, drafting, 65-point quality gate, audit) plus a library of 279 open-source agents.
- Runs a real job search end to end under written rules (never fabricate; human approval first): 50 applications tracked, 327 tests.

Jarvis | Voice Assistant

2026

Prototype — designed and directed

- On-device speech-to-text (Swift, Apple Speech), "Hey Jarvis" wake word, animated status orb, read-only LLM backend; 61 tests.
- Telegram approval bridge (Approve/Deny, 2-minute auto-deny); cut cost per request from ~\$1 to ~\$0.01 through prompt design.

EDUCATION

Postgraduate Certificate, International Business Management

September 2021 – January 2023

Lambton College — Sarnia, ON

Bachelor of Business Administration

August 2017

IP University (LLDIMS) — New Delhi, India

CERTIFICATIONS & COMMUNITY INVOLVEMENT

Lean Six Sigma – White Belt Certified · Financial Analysis & Budgeting · Agile Methodologies

Habitat for Humanity Sarnia/Lambton — Warehouse Associate (September – October 2021): ReStore inventory and customer support.

REFERENCES

References available upon request.