

JACKSON KIRKLEY

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EDUCATION

Baylor University, Hankamer School of Business

Bachelor of Business Administration, major undeclared

Waco, TX

Expected May 2030

- Baylor Business Scholars, a selective Hankamer honors cohort; selected for Business Scholars Abroad, Amsterdam, Spring 2027
- Relevant Coursework: Financial Accounting (ACC 2303); Introduction to Economic Analysis (ECO 1380); Excel for Business (BUS 1350); Personal Finance and Microeconomics (ECON 320, dual enrollment, American River College)

Rio Americano High School

High School Diploma

Sacramento, CA

May 2026

- Valedictorian; GPA 4.0 / 4.0 unweighted (4.6 weighted); SAT 1400; AP Scholar with Honors; National Honor Society

WORK EXPERIENCE

Borrelli's Electric

AI Automation Lead

Sacramento, CA

March 2026 to August 2026

Hired to build the AI capability of a commercial electrical contractor from nothing, working directly with the CEO.

- Built a **bidding system from 184 historical bids** matched to each project's realized financials. The CEO submits plan sets to an AI agent that also tracks current material prices from recent invoices, and receives a competitive, profitable bid.
- Integrated **QuickBooks Online and QuickBooks Time** to track project-level financials across **700+ jobs**: AR and AP, cost against price charged, crew hour attribution, and shift management.
- Built a team of AI agents managing the flow of information through the business, covering email, job status updates, and decisions routed to the CEO for approval.
- Built a field application for crews to submit photos, parts used and voice memos from the job site, producing daily job summaries that update project folders and statuses automatically.
- Delivered **83 changes in 11 weeks** by directing AI coding tools rather than an engineering team.

R5 Stitch and Print

AI & Operations Analyst (promoted from Screen Printing Production Assistant)

Sacramento, CA

April 2026 to August 2026

- Hired onto the production floor of a custom apparel and screen printing firm; promoted within one month to build and manage the company's AI and operations systems.
- Automated the **monthly financial reporting** the CEO and CFO had assembled by hand, including sales tax and team shops, the temporary storefronts that are tracked separately from custom orders.
- Automated invoicing to capture sales representative attribution, purchase order numbers, and customer-specific sales tax, replacing manual entry on every invoice.
- Rolled out **QuickBooks Time company-wide** in place of time-stamp cards, managing shifts and legally compliant break schedules that kept production running.
- Built production tracking used on iPads across the shop, synced with Printavo and QuickBooks so each order flows from mockup to delivery to invoice.

Rhombus Systems

AI Automation Intern

Sacramento, CA

June 2025 to August 2025

- Given one assignment at a **206-employee** security technology company: find a high-friction process and fix it.
- Built an internal AI assistant in Slack that answers employee questions from official company documents, on an n8n backend over a vector database of internal documentation, tuned until answers were consistently accurate.
- Built the company's legal document filing system in SpotDraft and migrated the documents that predated the software into it; began an emergency-response integration and drafted evacuation procedures before handing the project off.

Freelance, Self-Employed

Web & Brand Consultant

Remote

July 2026 to Present

- Building direct-booking websites for a portfolio of three boutique rental properties: one site per property plus a central landing page, under a brand that unifies them while keeping each distinct.
- Wiring live availability from the owner's booking system so guests book direct, reducing third-party platform fees.

PROJECTS

The Vault, a personal multi-agent AI operating system

2026 to Present

- Architected a router-and-specialist system that classifies each request and dispatches it to one of **4 domain agents** with isolated context windows, across **24 tool integrations** spanning calendar, email, coursework and finance APIs.
- Built a vector-searchable memory layer over **358 notes** that every agent queries before acting and writes back to afterward, including explicit retirement of facts that stop being true.

SKILLS & ACTIVITIES

Technical: AI agent design and orchestration; retrieval-augmented assistants over document corpora; workflow automation (n8n); QuickBooks Online and QuickBooks Time; Printavo; financial reporting automation; prompt and context engineering. Builds production systems by directing AI coding tools against written specifications rather than hand-writing code.

Certifications: Lifeguard, CPR/AED, and First Aid (BLS) certified

Activities: Baylor Water Ski Team; Varsity Team Captain, Rio Americano Men's Water Polo, leading 40+ players to three section championships and a top-15 state ranking (All-League and All-Section First Team); Business Club Representative, monthly meetings with 20+ students; worship leader at Restoration Life Church and Arcade Youth Group (60+ members); private tutor, 7+ students across 4 subjects