

## **Gustavo Ortega**

67 Gable Court, San Rafael, CA 94903  
(415) 577-4857 — [Gustavo.Ortega@students.dominican.edu](mailto:Gustavo.Ortega@students.dominican.edu)  
<https://www.linkedin.com/in/gustavo-ortega/>

### **Education**

Aug 2015—Present

#### **Dominican University of California, San Rafael, CA**

Bachelor of Arts in Business Administration (Graduation: May 2019)

Concentration: Accounting & Finance

Master of Business Administration (Graduation: May 2020)

Minor in Spanish

GPA: Overall—3.9

### **Experience**

June 2018 - Present

#### **Ghilotti Brothers, Inc., Finance Department, San Rafael, CA**

*Finance Intern*

- Match roughly 25 incoming invoices with tags and purchase orders per day, and verify proper coding for each
- Organize vendor invoices to ensure payments are made by discount date
- Create a dashboard every week showing late timecard and discrepancy data
- Assist CFO, Controller, and Payroll Manager with projects when requested
- Perform administrative and clerical tasks as needed

Jan 2016 – Dec 2018

#### **Dominican University Business Services Department, San Rafael, CA**

*Business Services Intern*

- Respond to student and parent inquiries through phone and email
- Audit and log about 100 Procurement Card statements and receipts monthly
- Maintain an organized, chronological record of donation receipts, student payments, and departmental deposits
- Process 100+ invoices and check requests independently and with a team of student workers into Microsoft Dynamics Great Plains
- Train student workers in how to correctly identify important components of an invoice and verify proper coding

### **Activities/Awards**

Dominican University of California, San Rafael, CA

- 10,000 Degrees/Dominican Full Tuition Scholarship, recipient (2015-present)
- Alpha Lambda Delta Honors Society, member (2016-Present)
- Dominican University Honors Program, member (2015- present)

### **Skills**

Microsoft Office Suite (Word, Excel, Powerpoint), proficient

MS Dynamics Great Plains, intermediate

Sage 300, proficient

Spanish, fluent