

JORDY BAUTISTA

CONTACT

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EDUCATION

BS IN COMPUTER SCIENCE 2026
WSU TRI-CITIES
MINOR IN Business Administration
SACNAS Member

HS DIPLOMA • JUNE 2023
DELTA STEM HIGH SCHOOL
CUMULATIVE 3.5 GPA

RELEVANT

COURSEWORK: AUTOCAD,
TINKERCAD, CSS, HTML,
JAVASCRIPT. **MICROSOFT**
SOFTWARE CERTIFICATIONS

KEY SKILLS

Data Entry, Programming: AutoCAD,
TinkerCAD, HTML, CSS, JavaScript,
Python, C++, C *Familiar with printers,
copy machines, and telephones.*
Worked independently and collaboratively
in a fast-paced environment.
Certifications in Microsoft Office
software through Microsoft

PERSONAL PROJECTS

Developed an immersive interactive
website using Adobe Dreamweaver
utilizing **HTML, CSS, and JavaScript**

REFERENCES

PROFILE

Detail-oriented and motivated undergraduate with strong analytical, energetic, and hardworking attributes. I am eager to leverage my academic knowledge and robust computer skills to enhance the efficient functioning of PNNL. My keen interest lies in areas such as business and computer-orientated tasks and I am enthusiastic about the opportunity to further contribute and continue my internship at PNNL.

EXPERIENCE

Pacific Northwest National Laboratory, Richland, WA

FINANCIAL OPERATIONS ADMINISTRATOR ASSISTANT

AUGUST 2022- PRESENT

- Conducted data entry, maintained invoices, and other operational data records. **Communicated with Battelle Staff and management to ensure data was correct to complete work activities**, (tax audits, scanned-in files)
- Assisted in Large-scale tax auditing project and worked in collaboration with the Tax department, vendors, and P-Card holders.
- Supported the Financial Operations team by preparing reports, presentations, and other documents for meetings and presentations.
- **Collaborated with cross-functional teams to ensure smooth operations**, including coordinating with vendors, suppliers, and other external stakeholders.
- Familiar w/ multiple many of the laboratory's internal system functions like **EPR and acquisitions with proper use** as it is **business sensitive**.
- **Updated the PNNL internal website with provided information.**

Men's Wearhouse

SALES ASSOCIATE • MAY 2022- JULY 2023

- Maintained a clean and organized sales floor, ensuring products were properly displayed and stocked.
- Processed transactions accurately and efficiently, including handling cash and credit card payments.

GESA CREDIT UNION

Bank Teller • Sept 2019- June 2022.

- Adhered to banking policies and procedures, including maintaining confidentiality and security of customer information.
- Preserved the integrity and reputation of Gesa Credit Union and helped ensure that the same daily operational products were uniform and adhered to Gesa's compliance standards.