JOSE BAUTISTA

WEB ENGINEER/ IT SUPPORT / BARTENDER ⚲ NEW YORK CITY, UNITED STATES ☎ 917-402-8775

◦ DETAILS ◦

New York City
United States
917-402-8775
josef.bautista22@gmail.com

◦ LINKS ◦

LinkedIn

Personal Website

Github

◦ SKILLS ◦

Creative Thinking

Customer Service

IT Trouble Shooting

Microsoft Office Proficiency

Technical Fundimentals

Teamwork

Organization

Adaptability

Effective Communication

Problem Solving

Multitasking

Conflict Resolution

Interpersonal Skills

Process Improvement

Bartending Techniques

Data Management

API Integration

Search Functionality

◦ TECHNICAL SKILLS ◦

Visual Studio Code, React.js,
Javascript, HTML, CSS, Git, Github,
SSH, MacOS, WindowsOS

◦ LANGUAGES ◦

English

Spanish

SUMMARY

Combining a Computer Science degree, bartending certification, and customer-centricity. Proficient in remote IT support and skilled in crafting memorable experiences through bartending. Committed to exceptional user satisfaction.

EDUCATION

Bacholor Of Science in Computer Science, CUNY Lehman College, Bronx, New York
August 2017 — December 2020

Bartenders Certificate, American Bartending School, New York, New York
May 2023 — June 2023

EMPLOYMENT HISTORY

Receptionist at 2486 Valentine LLC, Bronx, New York
October 2023 — Present

- **Communication and Coordination:**Acted as the primary point of contact for the landlord, managing and directing phone calls to various entities such as banks, insurance companies, and fire departments.
  Facilitated communication for over 22 buildings, ensuring streamlined operations and satisfaction among over 600 clients.
- **Data Entry and Management:**Diligently maintained and updated essential records in the computer system, ensuring accuracy and accessibility of information.
  Managed records related to tenant lease agreements, including tracking lease renewals, upcoming lease expirations, and outstanding rents.
- **Administrative Support:**Assisted in administrative tasks, providing comprehensive support to enhance operational efficiency.
  Contributed to the smooth running of daily operations, ensuring that all assigned tasks were completed promptly and accurately.

Seasonal Remote Intern, Project Specialist at CUNY Tech Prep, New York New York
June 2021 — September 2022

- Facilitated effective communication between students and instructors throughout the summer cohort.
- Empowered students to identify and capitalize on program-related prospects.
- Directed and managed a remote hackathon, involving workshops and training for 75+ participants
- Contributed to essential student data collection, optimizing outreach and aligning services with dynamic industry requirements.

College Assistant at CUNY BMCC, New York New York
August 2014 — July 2020

- Provided adept remote troubleshooting and technical support to professors for a range of computer issues, consistently showcasing strong IT problem-solving skills.
- Oversaw critical mail-room functions, ensuring seamless distribution and managing mail equipment to maintain uninterrupted workflow.
- Meticulously maintained comprehensive records of materials and supplies, optimizing resource management.

- **Skillfully operated office equipment, including computers, adeptly downloading files, preparing digital image files using diverse software applications, and contributing to mail-room functions.**

★ PROJECTS

Vs Superhero

Developed an application that enables users to explore detailed profiles of superheroes and villains. Users can search for characters, view comprehensive information such as stats, alignment, and background, and simulate battles based on character stats. Integrated data from an external API using Axios to fetch character details.

Technologies used: JavaScript, React.js, HTML, CSS, Axios

(Click here to visit the site!)

Weather App

Created a weather app that allows users to search for accurate and current weather information for locations around the world, including cities, countries, and villages. I leveraged axios to integrate with the Openweathermap API, which provides weather data.

Technologies used: JavaScript, React.js, HTML, CSS, Axios

 (Click here to visit the site!)

Messaging App

Developed a messaging forum where members can engage with others across the user network. Also, I enabled users to log in with their Google account and moderated the forum to automatically detect and warn against the use of profanity.

Technologies used: JavaScript, React.js, HTML, CSS, Firebase

(Click here to visit the site!)

NYPD Shooting Incidents Data

Using Python's Jupyter Notebook I was able to extract data on shooting incidents across NYC. The data is also visualized across several heat maps, allowing you to identify areas with high crime.

Technologies used: Python

(Click here to visit the site!)