

Jose Bautista

665 W 160TH ST APT 6G New York, NY 10032
Cell: (917) 402-8775 | Josefbautista94@gmail.com

Education:

CUNY - Borough Of Manhattan Community College 8/2012 – 6/2016
A.A. In The Liberal Arts

CUNY - Lehman College 8/2017 – Expected Graduation 5/2020
B.S. In Computer Science

Technical Skills: Java, GUI Programming, Python, HTML, CSS , Javascript

Software Skills: Microsoft Word, Excel, Outlook, Power Point

Extra-Curricular Activities: Google Developer Program (GDG) Dec 2018 - Present

Academic Activities:

The Connect Four Game: Designed a connect four game using Java and GUI programming where a player is able to choose his/ her own initial as their symbol for their piece in the game.

Text Based Adventure Game: Created a text-based adventure game written in Java where the player is able to play a monster game through the console.

Experience: .

Reprographics Office, Borough Of Manhattan Community College
2013-2019 New York, NY
Print Production Office

Receptionist Duties/Customer Service

- Took care of front desk to assist multiple faculty and staff throughout the day
- Assisted guest with services by solving problems, satisfying requests
- Organized maintained and secured paper work
- Answer and direct phone calls taking detailed messages when necessary
- Return customer phone calls providing sufficient answers to questions
- Inform guests of all available services and amenities.
- Resolve guest issues when they arise

Data Entry/Stock Check

- Organized files and collected data to be entered into the computer
- Prepared reports of supplies and materials needed
- Reported problems with data
- Carefully reviewed all work performed to ensure accuracy and timely transmission

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Print Production

- Worked on multiple copy machines at the same time reproducing paperwork
- Logos & Business Cards
- Clear paper jams on copiers

Shipping & Receiving/

- Received Jobs/ Shipped finished jobs to clients
- Shipped office supplies such as toners for copiers
- Prepared reports for incoming and outgoing shipments

Languages Skills: English (Fluent), Spanish (Fluent)

Technical Skills: Microsoft Word, Excel, Outlook

Other Skills:

- Good Communication Skills
- Well Organized
- Multitasker
- Logical Thinker
- Adaptability
- Dependability