MIGUEL BAUTISTA

[GitHub](#) / [LinkedIn](#) / bautista.m94@gmail.com/ (310) 770-2234

HELUNA HEALTH, City of Industry,, CA   Nov 2023 - June 2025
Subcontracts Administrator
- Managed the lifecycle of over $27.2M in subcontracts, including drafting, documentation, tracking, and compliance for public health contracts funded by CDPH, LACDPH, Contra Costa County, and SFDPH.
- Drafted, revised, and maintained internal tools for federal compliance, including a master subcontract administration manual and step-by-step guides for SAM.gov reporting, Oracle Fusion workflows, and federal determination protocols.
- Ensured institutional compliance with federal regulations while supporting federally funded COVID-19 invoicing under the Epidemiology and Laboratory Capacity (ELC) program, coordinating closely with California counties.
- Served as liaison between program leads, subcontractors, and grants administration teams to track subaward documentation, enforce deadlines, and resolve contract-related issues across multiple departments.
- Provided training and onboarding documentation to internal team members, facilitating consistent interpretation and implementation of subaward policies and procedures.

ACCO ENGINEERED SYSTEMS, INC, Pasadena, CA   Nov 2020 - Nov 2023
Purchasing Assistant, Subcontracts Administrator
- Primary administrator in executing construction subcontracts exceeding $600 million in the last 3 years across the western United States. Diligently managed contract documentation, including legal negotiations and wrap-up insurance programs to ensure smooth coordination and successful execution, contributing significantly to project efficiency and timely completion.
- Designed and implemented a multi-company tracker, integrating Oracle JD Edwards and Smartsheet, resulting in saving approximately 8 hours per week for the Purchasing and Operations departments. The streamlined workflow enabled data analysis such as subcontractor + supplier spend, regional spend. Through targeted training sessions and user-friendly interfaces, the tracker achieved widespread adoption, ensuring seamless communication and real-time updates on status changes for all company and subsidiary subcontracts.
- Led migration effort in onboarding all new subcontractors and suppliers whenever ACCO acquires new companies. Oversee subcontractor and supplier setup for over 1000 new vendors to ACCO's Purchasing processes, concurrently setting up ACCO's accounts with new suppliers as well as communicating any redlines and or additional contract requirements when setting up contracts, purchase orders, or credit applications.

CRYSTAL ART GALLERY, Vernon, CA   Sep 2018 - Nov 2019
Product Specialist
- Boosted operational efficiency by implementing automation techniques, leveraging Python scripts for product data retrieval, leading to a 50% reduction in data retrieval time. Additionally, designed Excel macros for data entry, resulting in a 100% increase in listing efficiency across eCommerce channels, including Amazon, Overstock, and Wayfair.
- Recovered thousands of critical product files following a ransomware attack by writing scripts leveraging Python, Excel, command-line interface (CLI) and Amazon Web Services CLI, preventing the loss of multiple years' worth of eCommerce data, saving significant financial resources and thousands of hours of data recreation efforts.

GRADIENT INTELLIGENCE, Pasadena, CA   Aug 2018 - Sep 2018
Data Preparer (Contracted through Robert Half)
- Curated comprehensive training datasets for a cutting-edge American football watching model. Transformed sports broadcasts into actionable data by identifying and labeling on-screen events at a frame-by-frame level. The datasets significantly enhanced the model's capacity to discern and interpret different types of actions displayed during the broadcasts. The model's purpose was to watch any football game and be able to deliver tagged footage for TV channels or sports franchises.

UC IRVINE SCHOOL OF SOCIAL SCIENCES, Irvine, CA   Apr 2016 - Jun 2017

Researcher - Cognitive Sciences
- Created exploratory data analyses using MATLAB to organize and visualize NBA play-by-play data and clustered similarity of players based off box score measures by applying a t-SNE algorithm

EDUCATION

University of California, Irvine, B.S., Biomedical Engineering, Minor in Statistics - *Sep 2012 – Jun 2017*
General Assembly, Los Angeles, Data Science (Certificate) - *Jun 2017 – Sep 2017*

RELEVANT SKILLS & SYSTEMS KNOWLEDGE

Contracts Administration, Automation, Microsoft Office, Python, Excel, VBA, Oracle JD Edwards, Oracle SQM, MATLAB, Smartsheet, Google Suite, Oracle Fusion, Salesforce