

Jannel Bielza

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EDUCATION

Portland State University Portland, OR / USA

Masters of Science in Applied Data Science for Business (Beginning Fall 2026 | Expected Spring 2027)

Shidler College of Business, University of Hawaii at Manoa. Honolulu, HI / USA

Bachelor of Business Administration, Management Information Systems

Relevant Courses: Project Management, Managerial & Financial Accounting, Finance, Programming Application Systems, Networking & Security, Information Systems Analysis & Design, Intro to Amazon Web Services, Computer & Database Systems, Google Data Analytics

SKILLS

Microsoft Excel • Word • PowerPoint • Sage 100 • QuickBooks • SQL • Python • data visualization • process improvement • data quality

WORK EXPERIENCE

Verity CPAs Kamuela, HI / USA

January 2026 - June 2026

Seasonal Tax & Accounting Administrative Assistant

- Managed high-volume client documentation and transaction-related requests during peak tax season, ensuring accurate routing, tracking, and timely completion.
- Monitored work-in-progress reports to identify outstanding items, workflow bottlenecks, and documentation discrepancies.
- Maintained accurate digital client records and supporting financial documents in accordance with internal quality and confidentiality procedures.
- Coordinated with clients and internal accounting teams to resolve missing or incorrect documentation and drive requests to completion.
- Supported process consistency by following detailed approval procedures, deadlines, and document-verification requirements.

Waikoloa Village Association Waikoloa, HI / USA

February 2025 - January 2026

Administrative Associate

- Processed and maintained accounts receivable records, payment documentation, cash and credit-card batches, and member account information using Sage 100 and online payment systems.
- Reviewed financial and membership data to identify discrepancies, improve reporting accuracy, and support timely issue resolution.
- Supported system implementation and data migration from legacy tools to QuickBooks and online payment platforms, improving workflow efficiency and user adoption.
- Maintained organized digital forms, transaction records, and operational documentation to support compliance, accurate retrieval, and internal coordination.
- Collaborated with finance, administration, and technical stakeholders to document recurring issues and recommend process improvements.

EXTERNSHIPS & PROJECTS

PwC Data Storytelling Externship

July 2026 - Present

Extern

- Created static data visualizations and interactive data stories using Flourish and Canva.
- Transformed raw data and business insights into clear, audience-focused visual narratives.
- Designed presentation slides using storytelling, visual hierarchy, and data visualization principles.
- Communicated key findings in an accessible format to help audiences understand insights and potential actions.
- Received mentorship and coaching from PwC professionals while developing data communication and presentation skills.

TruBridge Healthcare Data Analytics Externship

May 2026 - Present

Extern

- Analyzed public health and social determinants of health data to identify trends related to diabetes prevalence and community health outcomes.
- Cleaned and prepared datasets by assessing missing values, selecting relevant variables, and documenting data quality issues.
- Used Excel, Python, and/or data visualization tools to explore relationships between health outcomes and social factors.
- Translated data findings into clear insights to support healthcare decision-making and potential EHR screening priorities.
- Applied AI tools to refine research questions, support data preparation planning, and improve analytical workflow efficiency.