Jannel Bielza

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EDUCATION

Portland State University Portland, OR / USA **Expected Spring 2027**
Master of Science in Applied Data Science for Business

Shidler College of Business, University of Hawaii at Manoa Honolulu, HI / USA **Graduated Spring 2024**
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

- **Data & Technical:** Excel • Google Sheets • Data Entry • Data Validation • Data Cleaning • Data Quality • SQL • Python (pandas) • Data Visualization
- **Administrative & Operations:** Process Improvement • Reporting • Workflow Documentation • Records Management • Confidential Information Handling
- **Systems:** CCH Axcess • Google Workspace • Sage 100 • QuickBooks • Flourish • Tableau

WORK EXPERIENCE

Verity CPAs Kamuela, HI / USA **January 2026 - June 2026**
Seasonal Tax & Accounting Administrative Assistant
- Prepare WIP reports and pulled job details for partners and managers, flagging outstanding work to inform billing decision and follow up.
- Tracked high-volume client and financial documentation during peak tax season, identifying missing items and discrepancies for timely resolution.
- Maintained confidential digital client records and supporting financial documents in CCH Axcess and QuickBooks, following verification and approval procedures.
- Coordinated with clients and accounting teams to resolve incomplete or inaccurate tax documents before established deadlines.

Waikoloa Village Association Waikoloa, HI / USA **February 2025 - January 2026**
Administrative Associate
- Processed accounts receivable, dues payments, and cash and credit-card batches in Sage 100 and online systems; reviewed homeowner accounts to resolve discrepancies.
- Supported the shift from paper homeowner files and legacy tools to digital records, QuickBooks, and an online payment portal by testing workflows and sharing feedback with the board and technical partners.
- Created homeowner instructions and demonstrated the online payment process by phone to help residents use the new portal.
- Documented recurring payment-record and manual-entry issues and worked with administration, finance, and technical stakeholders to recommend workflow improvements.

EXTERNSHIPS & PROJECTS

PwC Data Storytelling Externship **July 2026 - August 2026**
Extern
- Analyzed startup funding data in Python and pandas across industries, comparing funding, valuation, and profitability; found funding was more strongly associated with valuation than with profitability.
- Built an interactive Flourish data story and Canva slides to communicate trends and business takeaways to a nontechnical audience.

TruBridge Healthcare Data Analytics Externship **May 2026 - August 2026**
Extern
- Analyzed CDC PLACES 2025 data across Hawaii counties to explore relationships between diabetes prevalence, healthcare access, food insecurity, and housing insecurity
- Cleaned data and assessed missing values in Excel and Python, comparing county-level patterns and documenting data-quality limitations.
- Summarized findings in a presentation and noted that the observed correlations do not establish causation.