

Jared Pena

jared.tp.11@gmail.com ♦ (801)472-5166 ♦ American Fork, UT

WORK EXPERIENCE

Certus Accounting

Aug. 2022 – Present

Payroll Processor / Onboarding Assistant

Orem, UT

- Cetus Accounting is a fast-growing, professional accounting firm managing hundreds of accounts across the US.
- My position involves overseeing the needs of my clients and managing their payroll amounts and employee reimbursements
 - Certus manages accounts for one of the fastest growing companies in the U.S., Crumbl Co.
- I also assist in filling, analyzing, and processing OTTO Onboarding requests for new stores that open across the U.S.

Rovitracker Inc.

Apr. 2022 – Aug. 2022

Quality Assurance Manager / UI Tester

Lehi, UT

- Internship for software company Rovitracker that produces and manages software for tracking and maintaining vehicles and construction equipment in the U.S.
- I assisted in finding bugs/software issues with the program and would oversee the quality of the website daily.
- I also studied the program and its capabilities along with some backend web programming for its user interface.

Blade HQ

May 2019 – Mar. 2022

Warehouse Order Fulfillment

Pleasant Grove, UT

- Fast growing product company Blade HQ that advertises quality knives and hunting products.
- Responsibilities included preparing and observing the quality of products before delivering to respective clients.

Seagull Book/ Covenant

Oct. 2015 – June 2016

Warehouse Product Prep

American Fork, UT

- Managed and oversaw the products sold for Seagull Book by packaging and collecting the products to present in stores in Utah.

Thrive Life

June 2015 – Oct. 2015

Sanitation Engineer

Pleasant Grove, UT

- Oversaw the presentation quality and overall state of the offices of the food preparation/storage company, Thrive Life.

EDUCATION

Utah Valley University

April, 2025

B.S., Computer Science

Orem, UT

- Currently studying for a major in Computer Science with a minor in Information Technology, 3.6 GPA.
- Held internships with companies and studied high level programming and more.

SKILLS & INTERESTS

- **Skills:** High level programming in: Python, HTML, CSS, Javascript, and C++; software development; user interface management; account management; payroll processing experience; company onboarding; high level problem solving; computer/technology knowledge; calculus level mathematics; team cooperation/organization
- **Interests:** weightlifting, video games; history; music; singing; graphic design; art; YouTube; animation; Japanese culture/language