

# ARBEN TEMAJ

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## Skills

- Java
- C++
- JavaScript
- MySQL
- HTML
- Algorithms and Distributed Algorithms
- Software Development
- React.js

## Experience

- Unit Clerk** **04/2022 – Present**  
**NewYork-Presbyterian Hospital** **New York, NY, USA**
  - Managing discharge documents, patient health history forms, admission and other paperwork.
  - Following security measures to ensure patients' information is safe and confidential.
  - Receptionist duties: sending emails, answering phone calls, ordering supplies, and placing medical orders.
- Teacher Assistant / Peer-Mentor** **06/2022 – 07/2022**  
**Queens College Summer Bridge Program, City University of New York** **Queens, NY, USA**
  - Tutor transfer students in Java programming in preparation for higher-level courses.
  - Help students adjust and become academically successful.
  - Provide appropriate support and referrals.
- Ground Operations** **10/2021 - 03/2022**  
**JetBlue Airways** **JFK, NY, USA**
  - Following TSA and Port Authority New York safety airport guidelines.
  - Safe guidance of aircraft movement on arrival and departure.
  - Servicing the aircraft, loading/unloading freight and baggage onto the aircraft.
- Bellman/doorman** **06/2011 - 02/2020**  
**Yotel New York** **New York, NY, USA**
  - Assisting hotel guest with timely check-in/out procedures.
  - Providing guidance regarding New York City travel and sightseeing.
  - Properly handling and storing luggage and pertinent equipment.

## Education

- Bachelor of Arts: Computer Science** **05/2023**  
Queens College – The City University of New York **Queens, NY, USA**
- Associates of Applied Science: Electrical Mechanical Engineering** **05/2016**  
New York City College of Technology – The City University of New York **Brooklyn, NY, USA**

Webpage: <https://ArbenTemaj.github.io/>

LinkedIn: <https://www.linkedin.com/in/arben-temaj/>