Kelvin Beltre

Teaneck, NJ · 201-600-2360
kelvindbeltre@aol.com

SIDE PROJECTS: bluechacho.github.io

EDUCATION:

January 2018 - January 2020
Bachelor's Degree in Computer Science, Rutgers New Brunswick
- *Dean's List, Spring 2019*

Fall 2014 - December 2018
Associate's Degree in Computer Science, Bergen Community College

EXPERIENCE:

July 2018 - Present
Information Desk Receptionist, Holy Name Medical Center
- Warmly welcome patients, visitors and answer inquiries
- Validate patient appointments and confirm visitor destination by using patient locator system program
- Verify and distribute scrub badges to hospital vendors once credentials are approved through Vendormate program

June 2017 - January 2018
Manager on Duty, Chelsea Piers Golf Club
- Introduced 3 VBA macros to optimize data entry
- Utilized Salesforce platform to generate reports and identify monthly revenue sources
- Optimized 5 event processes in DASH scheduling software
- Revised customer scripting leading to 25% increase in upselling
- Other business related duties as needed
- Awarded the 2017 All-Star Team award for 100% work attendance rate

COMPUTER LANGUAGE:
- AngularJS,ReactJS, Javascript, Python, Java, AWS, VBA, MySQL

References Furnished Upon Request