Kelvin **Beltre**

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Software Engineer • Web Developer • Technical Writer • Systems Analyst •
AngularJS• Python• Java • Work Ethic Management • 2017 All-Star Team

EDUCATION

January 2018 - January 2020

Bachelor's Degree in Computer Science, Rutgers New Brunswick

Fall 2014 - December 2018

Associate's Degree in Computer Science, Bergen Community College

EXPERIENCE

July 2018 - Present

Information Desk Receptionist, Holy Name Medical Center

• Provided patient support at the Information Desk, including: welcoming, answering phones, and directing patients and visitors
• Oversaw the administrative entrance
• Distributed scrub badges to hospital vendors

June 2017 - January 2018

Manager on Duty, Chelsea Piers Golf Club

• Introduced 3 VBA macros to optimize data entry
• Awarded the 2017 All-Star Team award for 100% work attendance rate
• Optimized 5 event processes in DASH scheduling software
• Sold $4,000 in product and merchandise daily
• Optimized customer scripting leading to 25% increase in upselling
• Reduced average stall wait time by 2 minutes
• Gained 8 months of managerial experience