

# Kelvin Beltre

Teaneck, NJ · 201-600-2360

[kelvindbeltre@aol.com](mailto:kelvindbeltre@aol.com) · [github.com/bluechacho](https://github.com/bluechacho)

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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