

# Kelvin Beltre

Teaneck, NJ · 201-600-2360

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**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, Python, Java, AWS, VBA, MySQL,

*References Furnished Upon Request*