**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*