

## **Jonathan Beltran**

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### **JOB OBJECTIVE**

A summer position that will use my accounting and computer skills.

### **EDUCATION**

Rensselaer Polytechnic Institute, Troy, NY  
Bachelor of Science, Management, May 1990  
Concentration in Management Systems  
Minors in Computer Science and Economics  
G.P.A. 3.3/4.0

### **EXPERIENCE**

<b>Telefund Associate</b>	Rensselaer Fund Troy, NY	Fall 1987-Present
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Generated alumni and parent support to reduce tuition, increase scholarship and financial aid funds; averaging 80 percent pledge rate. Top three percent associate.

<b>Team Programmer</b>	Group W Cable, Westinghouse Corp Mahway, NJ	Summer 1987
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Liaison between accounting department and controller, provided assistance with invoice liabilities after divestiture of Group W Cable by Westinghouse.

<b>Sales Assistant</b>	AP Technical Sales Inc. Palisades Park, NJ	Summers 1985-86
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Duties included telemarketing, data entry, and invoicing. Successfully converted catalog inquiries to sales opportunities by telemarketing program.

### **COMPUTER SKILLS**

Extensive knowledge of hardware and software for IBM PC and MTS.  
Proficient programming skills in COBOL, WATFIV (FORTRAN), and BASIC.

### **HONORS AND AWARDS**

Epsilon Delta Sigma: Honorary Management Society at Rensselaer  
Dean's List of Distinguished Students: Fall 1986-Spring 1988  
National Honor Society: Northern Highlands High School  
Creative Essay Award: Northern Highlands High School  
Meritorious Action Life Saving Award: Boy Scouts of America

### **EXTRACURRICULAR ACTIVITIES**

Epsilon Delta Sigma Public Relations Committee  
Rensselaer Ski Club  
Bergen County Task Force Student Liaison 1986  
LEADD (Legislators and Educators Against Drunk Driving) Chairman 1985-86  
Youth Group - Temple Beth Or Activities Chairman 1985-86