

KEVIN GRIMALDI

CONTACT

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grimkevanth@gmail.com

PROFILE

Engineering Associate student,
Four years in Customer/Client
service. Projects - Results
Oriented. Stablished contact
with numerous organizations,
including NASA, Police
Department and Microsoft
Marketing Department.

EDUCATION

COMPUTER SCIENCE

UOP | 2021 - 2023

ASSOCIATE

SCIENCE AND ENGINEERING

SCCC | 2020 - 2021

ENGINEERING ASSOCIATE

BUSINESS ENGINEERING

ESEN | 2015 - 2016

BUSINESS ENGINEERING

HIGH SCHOOL

LICEO SAN MIGUEL | 2013- 2014

HIGH SCHOOL DIPLOMA

SKILLS

- Bilingual English/Spanish
- Proficient in MS Office
- Excellent Time Management
- Accounting
- Fast Learner
- First Aid/CPR Certification
with the American Red Cross
- Excellent organizational
skills
- Good Communication Skills

EXPERIENCE

ADMINISTRATIVE

STERILE SERVICES CO. | APR 2021 - PRESENT

- Assist with administrative tasks
- Assist on certifications information and documentation
- Manage and follow up with customer orders

NYSARY OUTREACH COORDINATOR

CATHOLIC CHARITIES OF LONG ISLAND | JUN 2020 - APR 2021

- Reach out to the latin - American community
- Coordinate classes, workshops and recreational activities
- Coordinate with instructors and volunteers
- Create reports: Monthly, Quarterly and Yearly
- Create the proposal for monthly of activities
- Create proposal for outreach events and activities
- Create flyers for events
- Reach out to outside organizations

NYSARY PROGRAM ASSISTANT

CATHOLIC CHARITIES OF LONG ISLAND | FEB 2019 - MAY 2020

- Follow up with the data of the clients
- Prepare classes for the after-school tutoring program
- Follow up with meetings and appointments with the clients
- Make sure the data is updated for reports
- Prepare the Metrics Report of the program
- Make sure everything in the building is OK and functional
- Assist Supervisor with meetings and appointments
- Assist and coordinate the Outreach Department
- Create weekly calendar of classes and workshops
- Contact some organizations to get information that could benefit the program

FRONT DESK RECEPTIONIST AND AUDITOR

HOLIDAY INN | JAN 2019 - APR 2019

- Check-in/out customers.
- Solved problems for the customers
- Made reports of the Hotel account at night
- Made sure everything was in order during the overnight shift

CUSTOMER SERVICE REPRESENTATIVE

SAKS FIFTH AVENUE | AUG 2017 - APR 2018

- Follow up with customers orders
- Place order with the customer
- Provide the best experience in high end store

VOLUNTEER EXPERIENCE

CATHOLIC CHARITIES OF LONG ISLAND

IMMIGRANT SERVICES DEPT.

2018 - 2019

- Assisted in various tasks during workshops or celebrations

SWITCH EL SALVADOR

SWITCH EL SALVADOR - INDEPENDENT GROUP

2017 - 2018

- Provided recreational activities to homeless kids and orphanages
- Coordinated English and Math classes to give to the clients

TUTOR

SAN SALVADOR MUNICIPALITY, EL SALVADOR

2017

- Coordinated classes: Math, Social Studies and Science
- Gave classes to young adults looking to finish High School

HOPE - EL SALVADOR

HOPE EL SALVADOR - ESEN

2017

- Provided recreational activities to kids with cancer
- Coordinated events for the clients and foment team work

TECHO EL SALVADOR

TECHO - EL SALVADOR, CENTRAL AMERICA

2016 - 2017

- Helped people to complete their Census
- Helped on the construction of transitional houses for families in need

PERSONAL PROJECTS

#GIVEANDREPEAT

PERSONAL PROJECT

2020

- Made fundraisers
- Bought food supplies and delivered to families in need and affected due to the pandemic

TUTORING

PERSONAL PROJECT

2020

DATA BASES AND FORMS

PERSONAL PROJECT

2021

- Creation of Data Bases
- Creation of Forms

