

Kevin Grimaldi

Miami Beach, Florida, United States



grimkevanth@gmail.com



631-215-7747



[linkedin.com/in/kevin-grimaldi-392b44178](https://www.linkedin.com/in/kevin-grimaldi-392b44178)

Summary

3+ years of experience providing modern solutions to every-day tasks. A wide range of technology and programming skills, always willing to learn something new.

Experience



IT Manager and Developer

Sterile Services Co. - SDVOSB, ED/WOSB, HubZone, SWaM, and 8(a)

Apr 2021 - Present (1 year 2 months +)

Review ISO 27001, and ISO 9001 policies with the help of the ISO Team

Document business process flows

Test internal controls

Develop Project Documentation according to program specifications

Provide Technical Support

Develop programs and prototypes for internal use

Oversee SaaS development with the Development Team

Develop task automations as needed using VBA and ASP.NET

Complete Monthly and Weekly Administrative



Prototype Developer

SmarTech IT

Sep 2021 - Oct 2021 (2 months)

Web Application Prototype Development

- Designed wireframes and UI using Figma
- Develop application in Visual Studio and Visual Studio Code

Languages used during the apprenticeship:

- C#
- HTML
- CSS
- JavaScript

Technologies and knowledge acquired during the apprenticeship:

- ASP.NET Framework
- ASP.NET Core
- Knowledge reinforcement of the MVC model



Outreach Coordinator

Catholic Charities Of Long Island

Jun 2020 - Apr 2021 (11 months)

Reach out to target communities, organizations, and partners

Design and create flyers with information about the program

Design and create presentations for workshops, and meetings as needed

Coordinate the monthly activities, workshops, and projects for the program

Assist Program Supervisor in monthly tasks



Program Assistant

Catholic Charities Of Long Island

Feb 2019 - May 2020 (1 year 4 months)

Keep track of weekly administrative tasks

Automate client's database for reporting purposes

Assist Program Supervisor and Outreach Coordinator in monthly tasks

Assist legal counselors on document translations as needed (Spanish to English)

Education



Massachusetts Institute of Technology

MERN - Full Stack Development, Web Development

Jan 2022 - Oct 2022



Suffolk County Community College

Associate of Science - AS, Engineering

2020 - 2021



ESEN

Associate of Arts and Sciences - AAS, Engineering

2015 - 2016

Business Engineering

Skills

ASP.NET MVC • Data Analysis • C# • Data Entry • Volunteering • Administration • Computer Literacy • Nonprofit Organizations • Business Analytics • Project Management