

Brenda Beltran

San Francisco, CA | bbeltran1@mail.sfsu.edu | (909) 717-5458 | brendabeltran.me | [LinkedIn](#)

Education

San Francisco State University, CA
Bachelors of Science in Computer Science

Fall 2019 - Present
GPA: 3.4

Relevant Experience

Undergraduate Teaching Assistant

08/2022 - Present

Computer Science Department @ SFSU

- Supported weekly discussion sections of 30+ students for the Intro to Programming course.
- Engaged students one-on-one to facilitate understanding of course concepts and completion of projects.

Pre-Apprenticeship Cohort

06/2024 - 08/2024

Dev/Mission, San Francisco

- Learned the fundamentals of IoT, Intro to Programming, IT essentials, and career development tools.
- Developed project management skills while leading the back-end of our cohorts class website.

WorkWaves - Project Manager/Team Lead

08/2023- 12/2023

San Francisco State University

- Developed a comprehensive project plan outlining tasks, timelines, and milestones with a group of 6 members to create a full stack website.
- Maintained detailed project documentation, including meeting minutes, design specifications, and progress reports.
- Identified 25+ potential risks and developed strategies with team to mitigate them.

Web Development Intern

10/2022 - 03/2023

Academic Technology @ SFSU

- Assisted in UI/UX evaluations in the office's on-premise private cloud environment.
- Participated in professional development including exposure to web dev design principles.

Leadership & Extracurricular

Advocacy and Recruitment Liaison

08/2022 - 08/2023

Computing Alliance of Hispanic-Serving Institutions @ SFSU

- Hosted workshops on diversity and inclusion for computer science (CS) students.
- Founded and delivered "Encouraging Diversity in Tech", a biweekly newsletter to disseminate job opportunities and resources to CS students.

Orientation Leader

04/2022 - 08/2022

New Student & Family Program @ SFSU

- Assisted in the preparation of over 30 orientation sessions: scheduling, documentation, and staffing/logistics.
- Mentored newly admitted students through orientation, connecting them with academic resources and student life at SFSU.

Skills

Languages: Java (Proficient), JavaScript (Proficient), CSS & HTML (Proficient), Python (Basic)

Technologies/Frameworks: Agile Development, Kanban, Scrum, Notion, Jira, Teams, Airtable

Certifications: Google Project Management Certification, CAPM (IP)