

Carlos A. Alberto Beltran

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Education

Queens College City University of New York, Flushing, NY

B.A., Computer Science, expected graduation Spring 2019

Member of Kappa Sigma Fraternity

Nassau Community College, Garden City, NY

A.A.S., Paralegal Studies (ABA Approved)

Dean's List: All semesters, President of Paralegal Society, President of Lambda Epsilon Chi (LEX)

Skills

Ability to write in Java, C++, HTML & CSS, JavaScript, jQuery, Ruby on Rails, Git, Trello, Agile development, good communication & writing skills | Proficient in Microsoft Office: Outlook, Word, Excel, PowerPoint | Bilingual English/Spanish

Projects

A Stronger Tomorrow – A team effort to accomplish one goal, help students search for better opportunities and scholarships to better their education and lower their tuition. <http://n7best.com/project-ahmad/index.html#/home>

SafeKeep – Created at QC Hackattack, this webapp is intended to for cyclists to keep their bicycles safe by dropping them off at available NYC business shops so they can look after your bike for as long as you want. <https://safekeep.herokuapp.com/>

Personal Portfolio – During the summer of 2018 I decided to apply my knowledge of web technologies to create my own professional portfolio. <http://cbeltran.com/>

Work Experience

Front-End Developer / Head of QA

6/2017– Present

Healthie Inc., New York, NY

- Fix incoming bugs such as style changes, broken functionality using front end technologies.
- In charge of writing & performing tests to ensure the quality of the software.
- Performed QA testing on Android and IOS applications before releasing new updates.
- Communicate imperfections & abnormalities found to rest of the tech team.
- Learn Ruby on rails and assist in web application such as bug fixing.
- Contribute with tech-team in daily standups and meeting with suggestions on how to improve the company product.
- Contribute in website redesign in creating landing pages utilizing Zeplin.

Paralegal

2/2015– 6/2017

Leeds Brown Law, P.C., Carle Place, NY

- Organize & prepare correspondence pertaining to legal documents including: Bills of Particular, Notices, Discovery Demands, Subpoenas, Medical Authorizations and other legal forms.
- Conduct legal research, generate spreadsheets for completed research, create memos to present to senior attorneys.
- Communicate & interact with clients personally and via telephone, maintain and update office calendar, communicate with insurance companies, medical facilities, and Court clerks.
- Assist four attorneys with more than 130 cases, critique attorneys final work product, facilitate attorneys work by providing templates to legal documents, assist as trouble shooter for office computer and network problems.
- Translate in a daily basis attorney to client communication and correspondence.

Automotive Technician (Part-time)

Star Toyota, Flushing, NY

6/2013- present

- Diagnose mechanical and electrical problems, remove and replace automotive parts.
- Interact with customers to explain critical car repairs, deliver customer satisfaction.
- Provide clear clarification of repairs made to service writers, ensure safety of customers.