

Katherine M. Beltran

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EDUCATION

Carleton University	Ottawa, ON	2013 to Present
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- Bachelor in Computer Science (August 2017)
- Major in Computer Science with a Minor in Business

RELEVANT SKILLS, EXPERIENCE AND ACCOMPLISHMENTS

Technical Skills

- Proficient in multiple computer languages including C, C++, Java, Python, Haskell, HTML, SQL, Turing and Visual Basic
- Developed in integrated development environments such as Eclipse, Microsoft Visual Studio, Blue Jay, Xcode to build applications
- Working knowledge of the following operating systems; Windows, Linux, Mac OS
- Web design using Javascript and HTML - completed assignments to develop web pages only accessed locally
- Familiar with regular expressions and agile methodology
- Working knowledge of Microsoft Office applications (Excel, Word, Project, Access, PowerPoint)

Communication Skills

- Fluent in English and French (reading, writing, oral)
- Proficient written and oral skills with the capability to maintain confidential information with a high level of professionalism
- Strong communication skills and courteous customer relations manner
- Excellent interpersonal skills, enthusiastic, motivated and friendly to provide customer's needs

EMPLOYMENT

Information Technology Services (ITS) at Carleton University	ITS IT Help Desk Support Analyst	September 2016 to April 2017
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- Provide assistance with Carleton computer accounts
- Provide customer support for Carleton online classroom (cuLearn), email and lab based applications, and access to Wireless infrastructure
- Configuring smartphones/tablets/laptops for wireless access
- Provide walk-in services for students/faculty/staff

FAST Enterprise Ltd.	Implementation Intern	May 2016 to August 2016
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- Determined necessary functions to implement changes to the system
- Assisted Fast Employees (FASTies) to translate client's needs into technical solutions
- Developed and executed plans and followed through with testing the solutions that the team has created
- Worked alongside other FASTies and government employees to understand the client's day-to-day business practices
- Implemented functional changes in Visual Basic (VB) and SQL

Loblaws	Grocery Clerk	November 2014 to April 2015
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- Responsible for restocking shelves
- Assured a safe, clean environment for customers to shop
- Assisted customers to find product that they were interest in

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EMPLOYMENT

Ontario Volleyball Association

Beach Crew

2014 to 2015

- Manage logistics of the volleyball tournament to ensure successful execution of the events
- Responsible for setting up and taking down volleyball nets and lines for a volleyball beach tournament
- Recorded results throughout the tournament when brought in

El Dorado Day Camp

Camp Counsellor

2013 to 2015

- Responsible for ensuring the safety of children from the ages of five to thirteen years old
- Created fun activities including swimming, rock climbing, archery and physical activities
- Worked with children with different levels of autism, ADD/ADHD, speech disorders and down syndrome

VOLUNTEER/EXTRA-CIRRCULAR ACTIVITIES

Tiger Leadership Council (TLC) - President

Fall 2012—Winter 2013

- TLC is a combined Student Activity Council and the Student Athletic Association
- Voted among my peers as President
- Organized school wide activities including dances, assemblies and fundraisers