

# Dipan Baral

Bellmore, NY 11710

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## EDUCATION

### **Bard High School Early College (New York, NY)**

- High School Diploma: (September 2019 to June 2023)

### **Bard College (Annandale-on-Hudson, NY)**

- AA Degree (Associate in Arts): (September 2021 to June 2023)

### **University at Buffalo, School of Engineering and Applied Sciences (Buffalo, NY)**

- BS in Computer Science: (August 2023 to May 2027)

## WORK EXPERIENCE

### **NY Diabetes and Endocrine Wellness Center (Hempstead, NY) — Medical Receptionist**

*August 2022 - November 2022*

- Assisted with patient care and front-office tasks, enhancing overall office efficiency.
- Entered and managed patient data using medical portals, ensuring accuracy and confidentiality.
- Trained new recruits on eClinicalWorks cloud-based EHR software.
- Skills: Patient Care, Data Entry, Patient Portal User Interfaces, Administrative Support

### **MOHDC SmartStart Nature Academy (Brooklyn, NY) — Office Assistant**

*July 2022 - August 2022*

- Analyzed and categorized invoices, streamlining financial processes.
- Resolved technical issues, providing IT support to staff and parents for a better user experience.
- Monitored and engaged with students, fostering a supportive learning environment.
- Skills: Invoice Management, Administrative Support, Childcare, Technical Support

### **The Allert Group, INC (Jamaica, NY) — Data Intern**

*July 2021 - August 2021*

- Conducted research with a team on startup companies promoting carbon footprint offsetting for a venture capital firm Union Square Ventures (USV).
- Gained knowledge about investments and quality financial performance.
- Participated in Cybersecurity course. (Software Security, Networking Fundamentals)
- Skills: Research, Data Analysis, Cybersecurity, Graphic Design, Web Development

## SKILLS

- Experience with Java and Python programming
- Adobe Photoshop
- Bi-lingual, English & Bengali. Basic conversational Spanish.
- Time management, multitasking, and flexibility
- Proficient in Microsoft Office and Google document & presentation software.
- Collaborate well with others.