**BEN DELEON**

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**Objective:**

To ascertain a position where I may utilize my education and work experience to assist in the construction of inter-cultural
understanding as well as helping build proficiency in and confidence in English language utilization and comprehension.

**Skills**

French (conversational) Microsoft Word
Japanese (basic conversation) Microsoft PowerPoint
Spanish (basic conversation) Microsoft Excel
Photography (Won 2012 PIXOTO "Best of People" photo Photoshop
competition) International Travel (4 months in China, Thailand, Canada)
Flyer and printed advert production

**Experience**

**Custodial / French Communicator** 01/2013 to 05/2013
**Walt Disney World Inc.** – Orlando, FL

Uphold corporate safety and sanitation codes & procedures
Maintain cultural awareness and sensitivity while assisting and working with individuals or groups of people from different
racial and ethnic backgrounds
Work with and assist guests who need special assistance in French
Specifically engage and interact with children
Exhibit composure in moments of crisis (e.g. hurricane, injury, etc.)
Received several acknowledgments for outstanding work

**Secretary/Student Worker** 07/2015 to 09/2016
**Purdue University: Human Research Protection Program/I.R.B.** – Purdue University West Lafayette

Keep stock of typical office supplies and occasional printer maintenance
Carefully & efficiently organize hundreds of files
Verify that researchers submitting new applications and their study personnel are certified in accordance to their research
Assist unqualified researchers with the certification process
Organize and complete "special tasks" which required use of programs such as Microsoft Excel, Word, and PowerPoint

**Team Leader** 07/2013 to 02/2014
**Express Clothing LTD.** – Merrillville, In.

Team management and training
Group encouragement and team support
Direct and guide team members to uphold store maintenance, policy, and to achieve district-mandated store goals

**Front Desk Associate/ Concession / Event Assistance** 01/2012 to 07/2014
**Purdue University Fitness & Recreation Center** – Hammond, In.

Assist members with check-in and check-out processes
Manage multiple guests at once during special events and regular business hours
Worked on an anti-bullying campaign (Designed shirt for, produced slogan)

**Education**

**Bachelor of Arts**: English Current
**Purdue University** - West Lafayette, In

Graduation: May 13th, 2017

Assisted in the formation of the First Friday Wordsmiths (an organization which focuses on the appreciation of literature and
language arts)
Member of the Japanese Student Association
French Club
Purdue Alliance

 -Organization Secretary
 -Event planning and coordination

Delta Lambda Phi Social Fraternity Alpha Beta Chapter

-President 2015-2016
 -Recruitment Chair
 -Event planning and coordination