**Benjamin C. Valencia**

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**Objective:** I desire to gain an English teaching position.

**Education:**

**\*Texas A&M University-Kingsville, Texas 2004**

Accumulated 18 hours towards Education Master’s degree in progress.

**\*Kent State University-Kent, Ohio 1999-2002**

Post BA in History and Comparative Political Science. **2002**

BA in International Relations. **2001**

**\*Central Texas College-Killeen, Texas 1998-1999**

1 year Certificate Arts & Sciences: General Studies.

**Professional Experience:**

**December 2007-February 2009:** Sogang Language Institute Program (SLP): Seoul, South Korea.

* I am presently an English instructor responsible for teaching English to twenty pre-school children and 30 elementary school children for the privately run (Hawgwon) SLP institution.
* I volunteered to extend my original one year contract from December 2008 to February 2009 to accommodate for the needs of the institution.

**October 2005-November 2007:**: U.S. Security Associates Inc. Dallas, Texas.

* For two years I have served the security supervising needs for such clients as J.C. Penney, Affiliated Computer Services (ACS) and “Solo Cup.” I was a“ Night Shift Security Supervisor,” at J.C. Penney Corporate in Plano, TX and responsible for the managerial accounting, drill training, CCTV monitoring, and dispatch of 8 security officers over an eight building, two parking garage, and property grounds complex.
* My position as, “Desk Security Receptionist,” for ACS Corporate in Dallas, TX Human Resources Division allowed me the opportunity to directly assist the HR staff. Interfacing with and directing interviewees and other visiting dignitaries to appropriate HR personnel allowed me to learn the various roles, procedures, guidelines, and interpersonal etiquette of the role of human resources.
* As, “Security Site Supervisor,” for “Solo Cup Production Logistics Facility” Dallas TX, I was responsible for the security and safety management over a medium size 24 hour facility. I was responsible for supervising cargo inspection and bilingual communication was a necessity.

**May 2004-October 2005:** Admiral Linen Inc. Dallas, Texas.

* As a, “Route Customer Service Representative,” I was responsible for the timely delivery, inventory, warehouse assist, and transport of medical supplies to various medical clinics within the Dallas metroplex. Mapping delivery routes sensitive to time and vehicular traffic as well as frequent interfacing with various members of the medical community via phone and in person was required.

**March-August 2000:** Request for Information (RFI) Manager, Sarajevo Bosnia U.S. Navy Reserve.

* In a rare opportunity to satisfy degree requirements, I volunteered via Navy active duty for a six month military operation in Bosnia-Herzegovina. In the capacity of an RFI manager, I frequently and successfully participated in field research into hazardous zones accumulating information on approximately 40 paramilitary groups and managing information into two separate databases. The RFI position required daily oral presentation briefings via PowerPoint, frequent travel, and strong interpersonal communications as well as taking part in bi-weekly conference meetings with an international HR community of foreign military and civilian entities subordinated to, “Stabilization Forces” (SFOR) NATO/UN Peace-Keeping/Making Operations.

**September 1993-July 1998:** Information Specialist, U.S. Navy Active duty.

* I was responsible for the monitor, collection, production, analysis, and oral dissemination of time sensitive information as it related to the needs of the Navy. Additional duties: File/document inventory, records management, and map-making.

**Acquired Skills/Awards/Civic memberships:**

Proficient in Windows XP: Word, Excel, Power-point, Typing speed (60+ WPM) Fluent Spanish, working knowledge of languages: French and Serbo-Croatian, Red Cross certified in First Aid/Adult CPR/AED, Private Investigator certified. Good conduct and gaining of various other military medals, VFW Member, Red Cross Volunteer.