

# BENJAMIN M. GREER

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Santa Clara, California 95051

(408) 718-0918

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[www.bengreer.com](http://www.bengreer.com)

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## CAREER OBJECTIVE

Seeking a team-oriented leadership position with a dynamic institution where I can contribute my knowledge and experience to the development and creation of products and services that empower the community locally, nationally, and globally to “do better; be better; learn better; and live better.”

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## QUALIFICATION SUMMARY

- 15 years in project management and administration
- 10 years in higher education and 5 years in tech-industry and sales
- 10 years in marketing, event coordination, and promotion
- Supervised and trained up to 8 on executive staff and 4 on admission staff

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## COMPUTER SKILLS AND EXPERIENCE

### Office/Administrative/Database

Word – 15yr	Excel – 15yr	Power Point – 5yr	Access – 5yr	Banner DB – 4yr
ACES – 1.5yr	SQL – 3yr	Data Tell – 1yr	FileMaker Pro – 5yr	Astra Sch. – 2yr
Outlook – 5yr	GroupWise – 3yr			

### Google and Other Online Tools \*\*Used on a daily basis

Google Search	Desktop search	Google Notebook	Image Search	Google Earth
Personalize Home	Personalized Search	Blogger	Picassa	Friendster
Yahoo Video Chat	Skype	Godaddy.com Domain Management		cPanel

### Graphics/Web/Print/Video/Music

PhotoShop – 14yr	Illustrator – 4yr	FreeHand – 1yr	HTML – 12yr	Java Script
Flash – 6yr	Dreamweaver – 9yr	Adobe Premier Pro – 4yr		Abelton Live – 3yr
Propellerhead Reason – 5yr		Digidesign ProTools – 3yrs		

- Basic PC Repair, Upgrades, and Software Installation – 15yr
- Image Editing and Optimization - 14yr
- Sound Editing and Design – 5yr
- Video Editing and Optimization – 4yr

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## CAREER EXPERIENCE AND ACCOMPLISHMENTS

**Project Management/ Graphic Design/ Technical Support**

**Cumulative Experience- 15 Years**

Independent Consultant/ Freelance, Santa Clara, California

Project Management/ Graphic Design-Lay Out/ Technical Consultant

*September 2000-Present*

Provide various corporate and private businesses with dynamic solutions for e-business, print marketing, and other projects. Manage project development, design and implementation. Maintain strong professional relationship with clients, designers, printers, manufacturers, and service providers. Other regular duties:

- Manage all project/ event income and expenses.
- Build client relations and address concerns.
- Communicate with internal and external customers to resolve questions.
- Create event programs, flyers, posters, print advertisements and direct mailers.
- Monitor site traffic and proactively ensure robust environment.
- Act as main contact in publishing content to websites.
- Create logos and design layouts.
- Provide front-line technical support.

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Design Reactor, Campbell, California.

Project Manager/ Website Maintenance-Integration/ IT Support

*December 1999-October 2000*

Worked closely with the current and founding members of the Company to build a successful multimedia solutions enterprise. Beyond standard assignments of project management, production, and technology support, assisted in the establishment of general company planning and operation policies. Other regular duties:

- Oversaw various aspects of project management for the development of client websites.
- Built client relations and addressed client questions and concerns.
- Managed and led the installation of 30 computer network and server cluster.
- Assisted President of the Company with routine tasks.
- Developed and implemented Company policy and procedures.
- Coordinated with Internet Service Providers and content creators.
- Maintained Company and client branding and website consistency.

## **Notable Projects and Contributions**

Project Management/ Event Planning

- Project: Installation of 30 computer network and server clusters
- Project: Disney motion picture website design and integration at Design Reactor
- Event: Cung Le Martial Arts National Kickboxing Annual Tournament-Born To Fight I, III, and IV
- Publication: APASU Quarterly
- Event: Minority Law Day
- Event: Kultural Pilipinas Cultural Night
- Event: Vietnamese Student Association Cultural Night
- Event: Asian Heritage Month

Web Design and Maintenance

- ABC Television Network
  - Politically Incorrect
  - Primetime Emmys
  - Making the Band
  - Many other Primetime Shows
- Daytime Emmys
- Oscars.com
- Disney Pictures, The Emperor's New Groove
- "Rain of Terror" Flash Based Game
- Dynamic Flash based Music Player
- Cung Le Martial Arts Training Center
- UsH! Gear Retail site
- University of Oregon Knight Library
- University of Oregon Multicultural Center
- University of Oregon Office of Student Services

Graphic Design/ Layout

- Santa Clara University Department of Electrical Engineering Brochures and Promotional Materials
- Cung Le's Martial Arts Training Center: website design; Born to Fight tournament posters, advertisements, programs, and catalogues.
- APASU Quarterly – editing, layout, design, and print coordination.

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### Fitness/ Athletics/ Martial Arts

Cumulative Experience- 10 Years

What A Racquet Athletic Club, Daly City, California

*January 2003-July 2004*

Director of Childcare and Youth Activities

Lead childcare staff of 8 to provide general care services and special youth programs. Responsible for development and implementation of marketing for all youth related activities. Created and implemented reporting systems to increase efficiency of services provided. Attended management meetings integral to overall operation of entire facility. Other regular duties:

- Provided vision and direction with department staff and club management.
- Managed intricate schedule of staffing to provide maximum service coverage.
- Created and refined operations policy for childcare and programs.
- Held regular department meetings.
- Administered weekend staff training programs and emergency certification.
- Participated and co-led general staffing interviews for club and other department positions.
- Managed entire club facility as part of weekend management rotation.
- Assisted with membership, special promotions, and print marketing.

Cung Le's Martial Arts Training Center, San Jose, California

*January 2001-January 2003*

Instructor: Adult and Youth Kickboxing Program

Lead adult cardio and technique kickboxing fitness and children's full-contact kickboxing, padded weapons classes. Ensured proper martial arts form and technique to students from age 5 to fifty five. Other regular duties:

- Coordinated day to day office operations.
- Provided support with membership and equipment/ product sales.
- Developed and maintained Cung Le's Martial Art's website.
- Meet and greet students and provided facility/ new student orientation.

### Education/ Administration

Cumulative Experience-10 Years

Santa Clara University, Santa Clara, California

*October 2004-January 2007*

Senior Administrative Assistant

Assistant to Electrical Engineering Department Chair in highly visible support role, including administrative support, front office supervision of operations and support activities for the dean, faculty, and associate faculty. Oversee student registration, classroom scheduling, and regular report preparation for university administrators and government agencies. Interact daily with top level university officials, faculty, and students. Other regular duties:

- Coordinated the day-to-day running of the office to ensure tasks and activities occurred as scheduled.
- Implemented university policies and procedures as required.
- Responded to inquiries using judgment.
- Acted as front-line person, receiving visitors and callers; provided requested information; resolved conflicts and referred questions to other departments/ individuals as appropriate.
- Assisted in preparation of departmental reports.
- Generated, received, and maintained confidential and sensitive material and ensured its security within the office.
- Produced various printed materials distributed to students and prospective students, including departmental flyers and brochures related to division programs and classes.

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Evergreen Valley College, San Jose, California.

### Senior Administrative Assistant

*October 2001-December 2002*

Assisted Deans of Arts & Sciences and Physical Education and Athletics in highly visible support role, including administrative program support, front office supervision of operations and support activities for the dean, faculty and staff. Oversaw student registration, classroom scheduling, and regular support preparation for college administrators and government agencies. Interacted daily with top level college officials, faculty, and students. Other regular duties:

- Coordinated the day-to-day running of the office to ensure tasks and activities occurred as scheduled.
- Implemented district policies and procedures as required.
- Responded to inquiries using judgment.
- Acted as front-line person, receiving visitors and callers; provided requested information; resolved conflicts and referred questions to other departments/ individuals as appropriate.
- Assisted in preparation of departmental reports.
- Generated, received, and maintained confidential and sensitive material and ensured its security within the office.
- Produced various printed materials distributed to students and prospective students, including departmental flyers and brochures related to division programs and classes.

University of Oregon School of Law, Eugene, Oregon

### Assistant to the Director of Admissions

*October 1998-November 1999*

Assisted director of admissions in highly visible support role including administrative program support, front office supervision of operations and support activities for the Director, faculty, and associate faculty. Created and implemented student admission database that tracked location of application, admissions criteria, and demographics. Oversaw student application process, student admission seat deposits, scholarship awards, orientation, and regular report preparation for college administrators and government agencies. Interacted daily with top-level college officials, faculty, and students. Other regular duties included:

- Monitored and reviewed applications for admissions to the school of law.
- Responsible for administration of law school fee waivers and scholarships.
- Designed and maintained student database for incoming law students that generated automated reports.
- Coordinated student visitation days and new student orientation.
- Acted as front-line person, receiving visitors and callers, provided requested information, resolved conflicts, and referred callers to other departments/ individuals as appropriate.
- Supervised daily operations of the office to ensure tasks and activities occurred as scheduled.
- Generated, received, and maintained confidential and sensitive material and ensured its security within the office.
- Supervised and trained hourly employees and student workers.
- Produced various printed material related to division programs, classes, and productions.

University of Oregon-Office of Multi Cultural Affairs, Eugene, Oregon

### Office Assistant and Computer Specialist

*October 1996-February 1998*

Assisted with general office support and technology needs. Provided service and upgrades to office computers. Trained students and staff on use of programs and computers. Maintained student scholarship database.

Other regular duties:

- Acted as contact person for visitors and callers, providing requested information, resolving conflicts, and referring callers to other departments/ individuals as appropriate.
- Maintained calendar and appointments of supervisor.
- Generated, received and maintained confidential and sensitive material and ensured its security within the office.
- Produced various printed material (including flyers, brochures, etc) related to division programs, classes and productions.

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## EDUCATION

University of Oregon, Eugene, Oregon <i>Public Planning and Policy Management</i>	1994-1999
Evergreen Community College, San Jose, California <i>Math and Science</i>	2001-2002
San Jose City College, San Jose, California <i>Real Estate</i>	2003
DeAnza/ Foothill Community College, Los Altos, California <i>Music Production, Business Law</i>	2005

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## Current Areas of Research and Study

Data storage and recovery	3 years
Water Purification	1 year
Wireless Networks and Universal Access	4 years
Philippines - Economic and Social Aspects	4 years
Alternative Energy and Power Production	2 years
Electric Powered Vehicles	2 years
Digital Music Creation and Control Surfaces	5 years
Social Networking on the Internet	12 years
General Fitness/Nutrition/Martial Arts/Athletic Training	15 years