

Benjamin Edward Olson  
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## **Work History**

August 2022 - Present Toshin Business School, Musashino, Tokyo, Japan

### **Online instructor**

Instructing students with lessons on the TOEIC Speaking Test and the Versant Speaking Test. Giving remote support to students through Zoom.

June 2022 - Present CU English School, Arakawa, Tokyo, Japan

### **English instructor**

Giving English instruction to preschool, elementary school and junior high school students.

March 2022 - Present Borderlink Inc., Nerima, Tokyo, Japan

### **Assistant Language Teacher**

Assistant English teacher in Junior High School classroom settings. Preparing lessons, teaching mainly as T2, and providing assistance to Junior High School teachers.

March 2019 - March 2022 Interac Kanto North, Ichihara, Chiba, Japan

### **Assistant Language Teacher**

Assistant English teacher in Junior High School classroom settings. Preparing lessons, teaching mainly as T2, and providing assistance to Junior High School teachers.

September 2016 - March 2019 Southern Tea LLC, Marietta GA

### **Help Desk technician and systems admin**

Campus network for manufacturing tea bags. Windows environment with all Dell PCs. Use of Dell KACE and Jira for managing tickets, AirWatch MDM, Meraki, switch management, system administration, network mapping, desktop application support, remote support of clients in locations across the US. Troubleshooting and repair. Printer management.

May 2010 – April 2016 Chief Container, Acworth GA

### **Desktop support technician and systems admin**

Campus Network for manufacturing corrugated displays, mixture of OS X and Windows workstations, All IT desktop support for office, plant floor, and team of Graphic Artist and CAD designers, vendor management, software updates  
Windows 10, Active Directory, OS X, Barracuda anti-spam, Vipre antivirus, mobile devices, barcode scanners, desktop application support, computer installations, break/fix, backup, cabling, UPS battery replacement, Canon copiers, network support

August 2014 - December 2014 University of West Georgia

### **German tutor**

Assistance with tutoring German to 1000 and 2000 level students.

## **Education**

2010 – 2015

University of West Georgia, Carrollton, GA

**Bachelor of Arts in Foreign Languages and Literatures**

Concentrations: German and Spanish

2013

Universität Karl von Ossietzky Oldenburg

**Study Abroad**

**Computer Abilities**

High level of computer use

Installing software and hardware

Strong internet search skills

Strong troubleshooting skills

Security systems such as antivirus and anti-spam

Proficient with Windows, Mac and Linux

High level Microsoft Office skills

Basic knowledge of Python

**Language Skills**

Native speaker of English

Can read, write and speak German and Spanish on a business level.

Intermediate level speaker of Japanese

Can read French and Portuguese, but can not speak them.

Can communicate effectively in Esperanto.

President of the Esperanto Club of the University of West Georgia, 2013