Ben Smith

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EDUCATION

University of California, Irvine

Bachelor of Science in Informatics

Sep 2016 – Present
- Emphasis in Human-Computer Interaction

Relevant Coursework
- Intermediate Python Programming
- Programming in Java *(ongoing)*

EXPERIENCE

UCI Student Center & Events Services

Operations Supervisor

November 2019 - Present
- Developed a daily task list for the Student Center Operations Staff to complete
- Checked room setups completed by Student Center Operations Staff to ensure quality and correctness

Crew Lead

July 2019 - Present
- Supervised setups and reviewed reports and diagrams to verify completion
- Delegated tasks to crews ranging from twelve to twenty team members
- Assisted clients with A/V issues, equipment additions, and various questions about student center equipment and policies

Building Lead

April 2019 – Present
- Led room setups and administered tasks
- Provided administrative support in professional videography and photography events
- Trained new employees in student center operations and policies

Visitor Center Receptionist

April 2019 – Present
- Conducted clerical and administrative tasks
- Provided frontline customer service in a variety of live events and other guest interactions
- Welcomed guests to campus and informed them about campus amenities and tour times

Operations Crew

April 2018 – Present
- Set up equipment for special events, including tables, chairs, and A/V equipment

Enviro-Tech Services

Email Marketing Manager

June 2016 - September 2016, December 2016
- Designed the company's email campaigns
- Streamlined database of online products for sale through use of eCommerce software

SKILLS

Adobe XD, HTML, CSS, Python, Usability Testing, Wordpress

PROJECTS

Dean Lipsitz Fiduciary
- Built website to show client's services, references, and contact info in Wordpress
- ***deanlipsitz.com***

Informatics 117 (UCI Project Course)
- Redesigned and implemented a new desktop site for a non-profit organization that offers support groups to cancer survivors
- ***healingodyssey.net***

HackUCI 2019
- Built a simple kitchen assistant iOS application