

# **Benjamin Hutcherson**

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## **Summary**

- Highly creative diligent individual who passionately loves serving people
- Superb written and oral communication skills
- Fluent in written and verbal Japanese (JLPT N2)
- Works well in multicultural environments
- Can complete tasks independently and on time

## **Skills**

- Fluent in Japanese reading, writing, & speaking (JLPT N2 Certified)
- Japanese-to-English/English-to-Japanese Translation
- MS Office
- Adobe Acrobat
- Adobe Photoshop
- HTML

## **Work Experience**

**Sales Associate**, July 2008 to April 2017

**OfficeMax** – Matteson, IL

### **Responsibilities:**

Provide outstanding customer service; Meet sales goals; Provide PC support to customers; Maintain store appearance; Open and close sales; Engage customers to provide a total solution; Replenish floor stock; Influence customer purchases with knowledge about products and services; Operate of point-of-sale system; Assemble Chairs; Set Planograms

**Delivery Driver/Sales Associate**, April 2017 to September 2017

**OfficeMax** – Matteson, IL

### **Responsibilities:**

Driving a full-sized van to deliver and pick-up business clients' printshop orders  
Sales Associate responsibilities mentioned above

**Basic Japanese Teacher**, Summer 2014

**Grande Prairie Library** – Hazel Crest, IL

**University Park Library** – University Park, IL

### **Description:**

Taught four single hour sessions of beginner Japanese classes for kids ages 6 through 12 at both libraries.

**After School Club Staff**, November 2017-present

**Light Gakudo Children's Club** ライト学童保育クラブ – Tokyo, Japan

### **Responsibilities:**

Care for, oversee, and entertain children aged 6-12, Tutor Japanese children with their English and Math homework, Perform daily cleaning and chores to maintain the facility, Participate in festivals, club events, and field trips and outings, Assist in preparation, coordination, & implementation of club events & performances, Act as a translator between English-speaking interns and Japanese staff, All communication with other staff members, parents, and children conducted in Japanese

## **Internships**

**Charis Bible College Chicago**–Bensenville, IL

September 2015 to May 2016

- Facilitated classes for students
- Served as a receptionist, leader, and mentor to the students
- Assisted in the daily operations involved in running the college
- Engaged in business, character development, & leadership classes
- Administrative office tasks for the college, including:
  - Data entry, CD & DVD compilation and duplication
  - Creating documents via word processor and other digital materials
  - Answering and making telephone calls

**Light Gakudo (After School Club)**-Tokyo, Japan

September 2016 to Mid-December 2016

- Cared for and entertained children grades 1-6
- Tutored Japanese children with their English and Math homework
- Performed daily cleaning and chores to maintain the facility
- Participated and served in festivals, events, and field trips and outings such as camping & ice skating
- Assisted in preparation, coordination, & implementation of educational events
- Participated in the preparation and performance of a play and pageant
- All communication with staff, parents, and children conducted in Japanese

## **Volunteer Experience**

**Children's Ministry Volunteer** May 2007 to September 2017

**Christian Life Center: Kids' Life** – Tinley Park, IL

### **Responsibilities**

Take care of children of ages 4, 5, and 6 years; Teach lesson plan; Operate the computer for digital presentations and videos; Clean classroom; Help children with crafts; Prepare snacks for the children; Connect with the children so that they have fun and learn

**Basic Japanese Volunteer Teacher**, February 2018 to present

**Tokyo Living Stone Church** – Tokyo, Japan

### **Description:**

Teach single hour sessions of basic Japanese to adult beginners

## **Education**

**Bachelor of Arts: Film & Video**, 2013

**Columbia College Chicago** – Chicago, IL

- Created complete short animated films as a solo project
- Worked in groups to create live action short films
- Casted and directed both film actors and voice actors
- Directed two live action short films
- Maintained a GPA of 3.9
- Graduated with honors

**Minister's License 2015**

**Charis Bible College Chicago** –Bensenville, IL

**Matsudo International School**-Chiba, Japan

Japanese Language School October 2017-present