323 N High Street **Benjamin Murphy**

Kenton, Ohio, 43326 *“Ben is an absolute must-have guy on our team. He is flexible, willing to learn* *and accomplishes*

*567-674-6576 any task we give him, regardless of the request. His humble personality and willingness to fill any*

[Ben\_murphy09@yahoo.com](mailto:Ben_murphy09@yahoo.com) *role makes him an invaluable member of our team. I am confident that he will contribute to growth*

*and* *overall success of any organization he is in.”* ***Pastor Kevin Jordan- The Oasis Center***

**Professional Experience**

**Adecco**, Bellefontaine, Ohio April 15 –

Present

Assembly Line

* Maintaining focus on task at hand to ensure future drivers safety
* Following all protocols and government regulations in details of making the engine.
* Learning every task in area to exceed supervisors expectations and quality.

**The Oasis Center**, Miami, Florida May 2012 -

December 2015

***Executive Associate***.

* Cooperates and leads all staff to promote the entire mission of the organization.
* Developing and implementing strategies for a startup organization.
* Performs other duties as assigned by the Lead Pastor
* Manage, calendars, cash flow and fundraising events and compliance reporting
* Manage hospitality and supervise different ministries to ensure satisfaction with the overall experience.
* Administrative tasks of handling phones, customer service, scheduling, filing and database management.

**Pizza Hut**, Miami, Florida August 2014 –

April 2015

***Assistant manager***

* Training of employees and managers in the store.
* Controlling multiple cash points in restaurant
* Delegating tasks done for entire store to make sure everyone succeeds
* Multiple promotions and create pipeline for other managers to ensure no shortages occur.
* Handling complaints, and concerns in timely

**Chipotle**, Miami, Florida April 15, 2013-

August 8, 2014

***Service Manager***

* Manages delegating tasks for leading the rest of the line.
* Unmatched customer service
* Helping others fulfill their potential with the company.
* The head of all promotions, fundraisers, safes, Cash drawers and overall Customer experience.
* Social Media Manager and over see marketing, promotions and advertising.  **References Available Upon Request**

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| **Areas of Expertise**  Executive Assistant  Administrative / Clerical  Team Management  Sales  Conflict Management  Marketing & Promotions  Event Management  Customer Service & Hospitality |
| **Education**  **Valor Christian College**,  Canal Winchester, OH  **Associate Degree**  **in Leadership.**  May 2012  GPA 3.31 |