

# Ben Thackray (he/him)

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**Education:** B.A. Television/Film (May 2015): DeSales University, Center Valley, Pennsylvania

**Technical Skills:** HTML, CSS and JavaScript

**Professional Summary:** Hardworking, out of the box thinker seeking to expand horizons and start a new career. Motivated and quickly adapts to instructions and strives to satisfy the needs of both customers and the company as a whole.

## Professional Experience

Mailroom Clerk (Envision Physician Services; September 2017 - October 2020)

- Labelled and shipped over a hundred packages per day
- Worked extensively with mailing machinery operating and basic repair
- Communicated with all departments in the company on basic mailing procedures

Print & Marketing Associate (Staples; June 2016 - September 2017)

- Managed multiple orders and projects while adhering to deadlines
- Consulted and formed professional relationships with small businesses and individuals
- Worked in a high volume environment with minimum supervision

Research Assistant/Intern (Independence Media; December 2015-May 2016)

- Quickly learned and implemented new softwares (i.e. Adobe Creative Cloud)
- Paid strict attention to detail in research and fact checking

Office Assistant (*Lindley Electric Supply; October 2015 - March 2016*)

- Gained experience in an office environment including filing and data entry
- Quickly learned new skills in accounting and sales
- Introduced to shipping and mailroom practices

Senior Equipment Technician (*DeSales University; Fall 2012-Spring 2015*)

- Oversaw outgoing and incoming film equipment for students and faculty
- Organized and filed equipment and forms
- Used basic repair and problem solving skills to keep equipment ready to use for students

Marketing Intern (*Fresh Digital Presence; Summer 2013*)

- Analyzed and structured Google Adwords campaigns
- Generated descriptive content for a small business' website
- Trained in Search Engine Optimization