

Charles (Ben) Siple Jr.

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Objective

Problem solving employee with 7+ years full-time experience with customer service and organization seeking to apply my computer skills to an IT focused internship.

Education

- Bachelor of Science, Computer Science, Samford University, Birmingham, AL Currently Enrolled
- Master of Divinity, Beeson Divinity School, Samford University. Birmingham, AL Dec. 2011
- Bachelor of Science Biblical Studies and Humanities, Point University Atlanta, GA May 2006

Computer Skills

- Programming in Java, Python HTML, CSS, JavaScript, jQuery, React, and NodeJS
- Creating and querying databases in MS SQL Server and PostgreSQL
- Computer troubleshooting and repairs
- Microsoft Azure, Word, Excel, Outlook, PowerPoint, Publisher

Work Experience

Samford University

Accommodations Coordinator 2019-Present

- Meet with students in registering with our office
- Work with students, parents, and faculty to provide accommodations
- Coordinate all exams proctored in Disability Resources Testing Center
- Oversee hiring of and supervise exam proctors
- Evaluate medical documentation for student's eligibility

Samford University

Administrative Assistant for Career Development and Disability Resources 2012-2019

- Served as main contact for the office for general questions, scheduling, and information
- Setup and planned for career events
- Answered phones and direct calls
- Oversaw hiring of and supervise student workers
- Provided orientation for student workers and new employees
- Maintained student files
- Scheduled appointments with career and disability counselors
- Processed invoices and make purchases for the office
- Maintained office budget
- Created publicity for office events
- Assisted employers with job posting
- Managed Disability Resources database and accommodation letters
- Provided information for government and university reports

Samford University

Adjunct Faculty, Foundations 101 Fall 2016, Fall 2017

- Presented and Prepared lectures
- Created syllabus for course introducing students to college
- Created and graded assignments
- Maintained class records

Georgia Southern Christian Campus Fellowship

Intern, 2006-2008

- Counseled students making life and school decisions
- Corresponded with parents
- Maintained student e-mail database and e-mailed students about upcoming events
- Aided other junior interns in planning during 2007-2008 school year
- Planned weekly worship services
- Oversaw student leaders
- Organized student events both internally and with outside vendors
- Created video slideshows to present the year's activities to donors

Other

Participated in the 2019 ICPC Southeast Regional Programming Competition