

**ROBERT BENJAMIN**  
**3 BELVOIR ROAD**  
**MILTON, MASSACHUSETTS 02186**  
**(617) 696-4929 (HOME)**  
**(857) 233-8970 (CELL)**  
**r.benjamin43@yahoo.com**

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**OBJECTIVE:** To obtain an Office Administration position where I can utilize my skills and experience

**EDUCATION:**

*Cambridge College, Cambridge, MA*

**BS in Management, completed January 2012**

*Leconte University, Port-au-Prince, Haiti*

**BS in Civil Engineering, May 1980**

**WORK EXPERIENCE:**

***Intern***

***November 2011 - Present***

**Dorchester County Court, Boston, MA**

- Work with legislative clerks to perform various tasks including completing criminals' files;
- Processing paperwork through various required channels;
- Maintain accurate filing system, and all other duties required of me.

***Account Manager***

***March 2002 – September 2007***

**Northeast Security, Boston, MA**

- Managed operations of the firm including all aspects of facilities management; supervise support staff of 12 employees including all security personnel as required;
- Maintained and managed departmental budget of approximately \$500,000 per annum.

***Administrative Assistant (Consultant)***

***February 2002 – September 2005***

**Veritude, Boston, MA**

- Conducted Internet research pertaining to various topics, as required;
- Completed duties all mail clerk/messenger duties as required;
- Aided in the completion of several administrative and supervisory tasks, as required.

***Intern***

***October 2003 – December 2003***

**American Translation Partners, Boston, MA**

- Prepared labels for vendor's files, and added new linguistics into database ;
- Updated linguistic information, as required
- Created and organized vendor files, and all other duties required of me.

***Lab Engineer***

***September 1986 – November 2001***

**Polaroid Corp., Boston, MA**

- Responsible for reviewing and approving all customers inquiries before release;
- Assisted with sales and inventory and processed/developed engineering requests

**SKILLS:**

- Bilingual: fluent in French, English, and Haitian Creole
- Working knowledge of Microsoft Office (Word, PowerPoint, Access, and Excel)
- Keyboarding-45words per minutes

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Proficient in Internet research and data entry.