

Ben Weeks  
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## Work Experience

### **Bunker Hill Community College**

**Science Tutor** - February 2011-September 2011

Boston, MA

- Instructing students in mathematics ranging from developmental mathematics to calculus.
- Assisting in completion of laboratory reports consistent with given writing metrics.
- Directing students in research avenues consistent with their interests and abilities.

### **South Boston Yoga**

**Studio Manager** - February 2011-September 2011

Boston, MA

- Ensured customer satisfaction for four studios across two floors.
- Managed a dozen workstudies assisting with facility needs.
- Trained incoming workstudies with customer service and maintenance needs of the studio.

### **Lorem Ipsum**

Cambridge, MA

**Tech Support/Bookseller** - December 2009-January 2011

- Created and managed technology strategy to service customers in the Cambridge area.
- Trained new employees in proper use of computer catalogue and maintenance of the website.
- Assisted customers in fulfilling book requests.

### **Harmonix Music Systems**

Cambridge, MA

**IT Coordinator** - August 2008-November 2009

- Distributed work requests among technical team.
- Fulfilled employee hardware requests in accordance with departmental budgetary concerns.
- Developed web-based inventory management system.

### **The Berkman Center for Internet & Society**

Cambridge, MA

**Junior Web Developer – StopBadware.org** - August 2006-August 2008

- Managed intern team in applying consistent investigative metrics for web security.
- Maintained web front end for a community driven web security service effort.
- Constructed and modified software and website guidelines for consumer needs.

### **Computer Geeks**

Boston, MA

**Computer Technician** - September 2005-March 2006

- Provided on-site computer support for homes and small businesses.
- Configured and maintained local networks for multiple businesses.

### **Curious George Goes to Wordsworth**

Cambridge, MA

**Bookseller** - March 2005-October 2005

- Managed inventory to provide customers with the best children's books and toys.
- Organized and maintained inventory to allow easy retrieval of books.
- Utilized knowledge of children's literature to assist customers with the purchase of books.

### **Pine Computers**

Burlington, VT

**Computer Technician/Business Consultant** - March 2004-March 2005

- Implemented basic web technologies to create web presences for several small businesses.
- Ensured consistent client support by creating informative repair rubrics.
- Responded on the front-line for customer concerns and requests via telephone.

***Barnes and Noble Booksellers****Burlington, VT***Bookseller - September 2001–February 2004**

- Assisted customers in picking appropriate titles amidst thousands of books.
- Shelved and alphabetized store inventory by genre.
- Facilitated customer purchases through point-of-sale hardware/software.

**Education*****Bunker Hill Community College****Boston, MA***A.S. in Biomedical Engineering - September 2010 – Present**

- Dean's List, Fall 2010, Fall 2011