

Benjamin Pérez

8555 S. Fairmount Drive, Apt. J203, Denver CO 80247 | Cell: 847.624.5753 | rhcperez12@gmail.com

Education:

- University of Denver - BA, Psychology & Spanish, Graduated June 2018
- Studied abroad in Buenos Aires for 5 months
- Relevant coursework: Social Psychology, Statistics, Research Methods, Public Policy, Law, and Political Theory

Relevant Experience:

Grassroots Campaigns, Inc., Denver, CO — 05/2018 - present

Assistant Canvassing Director

- Called, conducted interviews, and hired canvassers throughout four campaign seasons
- Trained canvassers to perform public speaking tasks for fundraising
- Performed administrative tasks such as on-boarding and reviewing payroll data
- Recorded and reported daily numbers - lots of data entry using Excel spreadsheets
- Raised about \$12,000 for the American Civil Liberties Union via canvassing

Project STAR, Denver, CO — 09/2014 - 06/2018

Research Assistant

- Scanned flowsheets from interviews, transcribed interviews, and tested multiple surveys
- Did observational coding, which requires observing and rating behaviors for research value
- Filed data such as questionnaire results, interview codes, observational codes in paper format
- Entered a variety of digital numerical data, including coding and questionnaire scores, in the study's exclusive database

Temple Jeremiah, Northfield, IL — 09/2008 - 05/2014

Teacher's Aid & Secretary

- Assisted teacher in day-to-day operations of the classroom such as getting necessary materials for lessons, making copies, helping kids with lessons, and taking attendance
- Answered phones at front desk, including transferring calls to at least four different lines
- Helped congregation members find events, employees, or sometimes their kids in the building

Other Experience:

Stir Crazy, Northbrook, IL — 02/2017 & 08/2017

Host

- Seated guests during laid back lunch shifts and the extremely busy dinner shifts
- Stocked and maintained carry-out counter for convenience and prepared carry-out orders to save servers' time
- Took reservations and carry-out orders over the phone and made accommodations to tables/groups when necessary

Levy Restaurants in Ravinia Festival, Highland Park, IL — 08/2016 & 08/2017

Caterer, Bartender, & Server

- Waited tables at Levy's extremely high-end restaurant
- Set up and took down several lawn and tent parties for multiple parties, at which I served food, and tended bar

Other Skills:

Proficient in Spanish

Public speaking

Experience with Microsoft Word, Excel, PowerPoint, and Google versions