

BENJAMIN D SHAFFER

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
MAJOR: Management Information Systems | MINOR: Marketing
GPA: 3.29

ACTIVITIES:

- Marketing Coordinator, Temple Formula Racing Team, September 2015 – present
- Volunteer, Philly Give Camp, May 2015
- Member, Association for Information Systems, Fall 2014 – present
- 2nd Degree Knight, Knights of Columbus, June 2014 – present

SELECTED COURSES:

Consumer and Buyer Behavior International Marketing
Data-Centric Application Development Introduction to Risk Management
Digital Design and Innovation

EXPERIENCE: UNION LEAGUE OF PHILADELPHIA, Philadelphia, PA September 2014 – July 2015

Beverage Department Intern

- Assisted the Sommelier in daily wine and spirits inventory management for three restaurants, banquet functions, and exclusive events
- Developed organizational solutions in the wine storage facilities which led to more efficient purchasing and receiving procedures
- Managed staff training and private wine tasting sessions for the membership in wine, resulting in confidence in product explanation which increased sales

WHITFORD COUNTRY CLUB, Exton, PA

June 2012 – August 2014

Manager

- Hired and supervised over 50 employees in the daily responsibilities for the Waves Café front of house and kitchen staff
- Assisted in the oversight of renovation and reopening of the Waves Café
- Coordinated weekly quality control, scheduling, and inventory organization
- Orchestrated communication flow between front of house and kitchen staff

À la Carte Server & Banquet Server

- Upheld customer service for 85-seat, fine dining and bar styled atmospheres with seasonal dining, wine, and alcoholic menus
- Replenished supplies for banquet and à la carte dining stations
- Managed private events for parties up to 500 members

SKILLS:

- HTML, CSS
- Microsoft Office
- SQL
- WordPress
- AccuBar (Beverage Inventory Management)
- ClubSoft (Private Club Management Software)
- Jonas Club Systems (Enterprise Management Software)