

Benjamin Bertoni

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EDUCATION

Bachelor of Arts in History and Minor in Political Science, *Wheaton College*, Wheaton, IL May 2022

- Dean's List (2021-2022 and 3.33 GPA for Primary Degree)
- Related Course Work: Applied Abstract and Quantitative Reasoning, History of Philosophy, Historical Perspectives, Philosophical Investigations and National Security

EXPERIENCE

Social Media Manager, *Dorlon for Congress*, Long Valley, NJ March 2022 - May 2022

- Organized and created social media profiles on a variety of platforms and delegated marketing projects to other staff
- Advised on activities that would bolster recognition of candidate and assisted in hiring other staff

Intramural Coordinator, *Wheaton College*, Wheaton, IL August 2021 - May 2022

- Directed sign up process of thousands of students for wide array of seasonal intramural sports and collected payments from team captains of each team
- Built schedules for each sport and responded to questions about regulations and distributed liability waivers and purchased thousands of dollars worth of equipment to be used by future staff
- Represented Intramural interests in conflicts with varsity administrators and coaches

Club Soccer Team Manager, *Wheaton College*, Wheaton, IL Summer 2019 - May 2022

- Designed practices and organized weekly meetings to build a foundation for a semester long season of competing with regional colleges for playoff positioning
- Met with administrators of the College to reserve field and gym space for practices and games as well as coordinating with local agencies to assign referees and physical trainers to each match
- Orchestrated tryouts involving hundreds of athletes looking for a potential spot on the team's roster and designed drills that would best highlight their attributes
- Received certification to drive College owned vehicles to transport athletes to games and tournaments

Teacher's Assistant, *Wheaton College*, Wheaton, IL September 2019 - May 2022

- Compiled hundreds of sources for research projects for my employer
- Set up classrooms and designated atypical lecture halls with speakers and projectors during COVID-19 to assist stay at home students with interaction with on campus classmates
- Assisted in grading and collecting homework and paper assignments as well as proctored exams

Warehouse Personnel, *Walgreens*, Anderson, SC Summer 2019

- Fulfilled orders by selecting applicable products with speed and accuracy over a two month period
- Selected to oversee certain mechanical functions of machine conveyor belt when it malfunctioned
- Received award for being the most efficient employee in the department for the month of July

Student Government, *Wheaton College*, Wheaton, IL September 2018 - May 2019

- Planned events for the Freshman class involving budgets and hundreds of students at a time
- Managed the social media sites of the class council and designed posters to be placed in areas of congestion around campus and made other constituent based decisions