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Benjamin N. Roitblat

Objective

I am pursuing a career where I can apply my computer and language skills to add value to my employer's services.

Language Ability

English native speaker, degree in journalism and communication, business level Japanese (JLPT Level 2) and some basic French ability.

Experience

Translation Coordinator

3/2007-6/2007 IMA Company: Hiroo, Tokyo

Responsible for the coordination of a Japanese company's overseas offices' websites, as well as making reports and presentations to the Japanese company. Also did translation, research, web design, human resources and other functions using Windows XP and various MS Office and other applications. Configured and ordered PC equipment.

Assistant Language Teacher (ALT)

9/2006-3/2007 RCS Corporation: Kawaguchi City, Saitama

Worked a 6-month contract teaching at public elementary and junior high schools in Kawaguchi. Along with the Japanese teacher, conducted lessons in English and Japanese.

Agent

8/2006-Present V-SAT Telecom

Duties include acquisition and shipping of Japanese consumer satellite equipment to our non-Japanese (mainly Russian) customers. Also work as proxy to register them with a Japanese CS satellite company. Additionally, did various troubleshooting, account maintenance and contract changes when the users request them.

English Language Teacher

6/2004-9/2006 Nova Group: Kawaguchi City, Saitama

Taught English language conversation to both adults and children in both individual and small group settings. Also coordinated the voice room where students could conduct informal conversations.

Master Control Operator

5/2002-6/2004 KEZI (ABC Affiliate of Eugene, OR)/Chambers
Communications Corp.

Worked as a full-time master control switcher and tape operator on various shifts, from weekday to weekend to overnight and mornings. Duties included running Louth automation, maintaining traffic logs for multiple lists including discrepancy reports and switching live and recorded programming. Also recording and QC of commercials and programming from studio and satellite feeds to video servers and tape for later use, segmenting programming, editing, setting up and communicating with remotes etc. Extensive experience with video servers, Beta SP SX and Digibeta, D2, one inch tape, transmitters both analog and digital, standard and high definition, character generators, EAS equipment, routers etc.

Technical Support Representative

1/2002-6/2004 WineScore

Answered customer technical support questions, comments and resolved problems via email and telephone.

Production Assistant/Tape Operator

10/2001-9/2002 KEZI (ABC Affiliate of Eugene, OR)/Chambers
Communications Corp.

Cued and ran tapes for news broadcasts and sports specials. Edited video for news broadcasts. Sent and received microwave and satellite feeds.

Production/News Intern

4/2001-6/2001 KEZI (ABC Affiliate of Eugene, OR)/Chambers
Communications Corp.

Observed and learned from various positions including studio, control room, master control, tape loading and non-linear editing. A term-length internship for college credit.

Technology Monitor

1/2001-6/2001 University of Oregon School of Journalism and
Communication, Eugene, OR

Experience with video production equipment for the field and studio. Responsibilities include assisting students, checking equipment in and out, equipment maintenance and inventory as well as administrative duties.

Talent Coordinator

11/9/2000 Cable News Network on location in Eugene, OR

Recruited University of Oregon students and prepared them for interviews by CNN staff member Dave Nuckolls.

Demonstrator

7/1999-10/2001

Warehouse Demonstration Services, Honolulu, HI and Eugene, OR

Presented samples and sales pitches for products offered in Costco.

Education

1997-2001 University of Oregon at Eugene, OR

Graduated from the School of Journalism and Communication with a major in video production and a minor in Japanese. Member of the Phi Beta Kappa society.

Cumulative G.P.A. 3.61.

Other skills and experience: Well-versed in Microsoft Word, Excel, Powerpoint and other software as well as HTML. Familiar with PC hardware and have built my last 4 PCs.

Interests

Japanese language, culture and entertainment, computers, translating and sports.