

# Benjamin Danso Jr.

Norfolk, Virginia 23508

Phone: +1 (757)-508-8916

Email: [benjamindanso24@gmail.com](mailto:benjamindanso24@gmail.com)

Linkedin Profile: [Benjamin Danso Jr. | LinkedIn](#)

## Professional Summary

Dedicated and Hardworking business professional, willing to work until goals and deadlines are met. Incorporates administrative and technical skills into everyday work. Deemed as a quick learner, efficient with IT programs, Cybersecurity systems, and communication software. Superb ability to multitask and has experience providing support with professional organizations.

Authorized to work in the US for any employer

## Core Skills

- Network Protocols
- Business Operations
- Equipment Proficiency
- Project Management
- Public Relations
- Customer service
- Attention to detail
- Experience working with a diverse population, both in person and in an online environment.

**Software:** NetBeans IDE, MacOS, Windows XP, Microsoft Office, Linux, Excel, HTML

## Education

**Old Dominion University, Norfolk, Virginia - *Bachelor's of Science in Cybersecurity***

August 2018 to December 2022

**Woodside High School, Newport News, Virginia - *Advanced Diploma***

September 2015 to June 2018

## Relevant Courses

- Crime and Computer Applications
- Digital Forensics
- Windows System Management and Security
- Cybersecurity Strategy and Policy
- Basic Cyber Security Programming and Networking
- Cyber Law & Cryptography

## Related Experience

**Office of Student Engagement and Enrollment Services, Norfolk Virginia - *Assistant for Dean***

***of Students Office (Old Dominion University)*** September 2021 to Present

- Provide exceptional customer service to internal and external customers to the SEES central office. Performs office administrative duties such as creating spreadsheets from data provided
- Assist with special projects and events, SEES Division events, research and gathering of information Provide assistance with Evon-Broderick Award and the Student BOV Representative applications/ packages and distribution to selection committee members
- Type, scan and copy documents
- Assist with event and meeting planning
- Research projects and internet searches
- Deliveries to other departments on campus
- Assist VP's and other staff members with special projects
- Become familiar with and develop rapport with the various departments within the SEES Division, the directors and their staff
- Assist with Fall and Spring Opening events

**The Office of Educational Accessibility- *Front Desk Attendant (Old Dominion University)***

August 2019 to March 2021

- Work with students who have disabilities to provide and/or arrange reasonable accommodations.
- Transport injured or disabled students to classes or areas they recommend to go.
- Assist students or parents with information regarding the office.
- Proctor or assists students during test taking.
- Maintain and store files/folders regarding student information.
- Deliver tests when needed to professors.

**Food Lion, Newport News, Virginia- *Cashier*** May 2020 to August 2021

- Smile and provide prompt, accurate and friendly service while engaging customers to create a positive shopping experience
- Greet each customer and uses his or her name whenever possible
- Unload customers' groceries from cart to belt-unload items for ease of bagging such as grouping cold items together
- Follow correct bagging procedures for the correct use of bags by type
- Scan customers' order and handles the payment transaction, per standard practice

**Busch Gardens, Williamsburg, Virginia - *Photo Sales Clerk***

June 2019 to August 2019

- Process photos using photo imaging programs.
- Assist guests with their photo selections and upsells packages to guests at point of sale.
- Accurately operate a cash register in accordance with cash handling policies and procedures.
- Approach and interact with guests to offer photo opportunities at various locations.
- Provide accurate answers to guest questions.
- Maintain merchandise counters, computers, and displays in a clean and orderly manner.

**Certifications - Professional Developmental Program**

September 2020 to December 2020

This certificate teaches you the characteristics and skills necessary to lead. Classes focus on organizational/social leadership, and provide students an entry point to the University.