

# Sean Kelleen Benedix

68 Rudden Ave, San Francisco, CA 94112 • 857-891-5210 • [sbenedix@gmail.com](mailto:sbenedix@gmail.com)

## Employment History

### **Bartender, The Doctor's Lounge**

JUN 2012 - DEC 2016

Memorized a significant amount of drink recipes. Adept at maintaining a busy bar, as well as entertaining one single customer. Able to construct well balanced drinks with limited ingredients and working with unsure customers to create a desired drink. Able to efficiently fill a variety of orders in a short period of time, and keeping a flow of service behind the bar. Responsible for making sure the cash register drawer was balanced and making sure that the bar was clean throughout the shift.

Minor experience with table service. Able to work any position in a bar when needed. Certified for food handling.

### **Archive Image Assistant, GAP Headquarters**

APR 2013 - OCT 2013

Electronically archive images used in GAP and Old Navy publications and advertising.

### **DSM IRB Coordinator, Division of Sleep Medicine, Brigham and Women's Hospital**

JUN 2005 - APR 2012

Coordinated a multi-doctor team and liaised with the PHRC on 80+ human subject protocols. Prepared and coordinates IRB applications, amendments and correspondences for the DSM. Responsible for maintaining electronic and hardcopy documents and tracking for all IRB submissions.

### **Research Assistant, Division of Sleep Medicine, Brigham and Women's Hospital**

JAN 2005 – APR 2012

Manage research data, and case report forms, phone interaction with research subjects, experience in reviewing medical charts. Coordinated multi-doctor team in reviewing medical data, working with proper IRB procedures.

### **In House Mail Courier, Office Services, Brigham and Women's Hospital**

APR 2004 – DEC 2004

Working with the public and professionals, sticking to strict schedule and delivery route

### **Data Entry Assistant, Medical Records Department, Mass General Hospital**

DEC 2003 – APR 2004

Handling medical records, data entry of personal information, organizing information for document control specialists.

### **Document Control Specialist/Imaging Technician, Uniscribe Professional Services**

OCT 2002 – SEP 2003

Handling and organization of confidential law documents, data entry, document scanning and quality control.

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## **Co-op Museum/Lab Assistant, Northeastern University Center for Vertebrate Studies**

JAN 2002 – AUG 2002

Upkeep of lab and museum, minor museum quality taxidermy to prepare animal specimens for academic study, museum curating, specimen organization and care of live animals. On-site work and minor fieldwork.

## **Co-op Sleep Technician, Endocrinology, Brigham and Women's Hospital**

JAN 2001 – AUG 2001

Electrode application, minor blood work, learning life experience, adapting to varied situations.

## **Pasta Chef/Bar Assistant, Marché Mövenpick Boston**

JUN 2000 - SEP 2000 / SEP 2001 - JAN 2002

Cook, prep cook, beer and wine serving, cleaning work station. Working in a team and with the public.

## **Work Study Microbiology Lab Assistant, Northeastern University**

SEP 1999 – DEC 2001

Upkeep of lab and glassware, assisting PhD and master students. Cataloging statistics and images of specimens.

## **Experience**

**Technical:** Front of House and minor Back of House. Proper taxidermy preparation of research specimens. Minor museum curating. Black and white film and photograph development, typing 50-60 wpm. Minor bicycle repair.

**Computer:** Strong knowledge of Macintosh and PC Platforms since 1995 and Microsoft Office. Proficient in Adobe Photoshop up to 9.0, Illustrator10 and Macromedia Flash MX. HIPAA and Good Clinical Practices certified.

## **Education**

### **NORTHEASTERN UNIVERSITY, College of Arts and Sciences, Boston, MA**

1999-2002 in Biology

2002-2003 in Fine Arts with Photography concentration

### **Bikes Not Bombs**

2011-2012 Vocational Mechanics Course