

# Benjamin Helms

1835 Bellevue Ave. Apt #3  
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(213) 304-1132  
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## EDUCATION

**Master of Science in College Counseling and Student Development** **Expected May 2010**  
Azusa Pacific University, Azusa, CA

**Bachelor of Arts in English with a Writing Concentration** **May 2008**  
Azusa Pacific University, Azusa, CA

## EXPERIENCE

***Program Coordinator*** **August 2009–Present**

Los Angeles Term, an urban semester program – Department of Global Studies  
Azusa Pacific University, Los Angeles, CA

- Facilitated student learning through educational site visits to various Los Angeles based non-profit professionals, community leaders, religious clergy; visiting sites of political, cultural, and historical importance.
- Counseled ten students each year through a continual mentorship program designed to help students better cope with the stress of their classes, internships and homestays
- Designed a website to help students better communicate and connect with each other
- Organized and led several workshops throughout orientation week each semester

***Graduate Assistant*** **August 2008–May 2009**

Office of Communitiversity  
Azusa Pacific University, Azusa, CA

- Assisted the director and associate director in managing and operating office activities
- Organized and facilitated all on campus clubs and organizations
- Collaborated with student interns for event planning and student involvement
- Supervised student interns in planning cultural learning opportunities for student community

***Summer Missions Co-Leader to Vietnam*** **Summer 2009**

Office of World Missions  
Azusa Pacific University, Azusa, CA

- Led a team of eight students in extensive planning and fundraising and raised \$34,000
- Organized and coordinated school curriculums for teaching English in schools overseas
- Networked with local organizations to assist in serving the community (orphanages, restaurants, ministries)

***Resident Advisor*** **August 2007–May 2008**

Office of Residence Life  
Azusa Pacific University, Azusa, CA

- Planned events weekly in order to build community and learning environments on campus
- Counseled peers and mediated disputes within living area and around campus
- Promoted a healthy living area through one-on-one mentoring and event programming
- Learned how to manage a living area with communication and consistency

## SKILLS/INTERESTS

- Professional experience in photo, video, web and audio design and editing
- Proficient in Photoshop CS3 photo editing—including posters, flyers, advertising, etc.
- Educated and experienced in both DreamWeaver and Wordpress web design
- Adept in both Mac OSX and Microsoft Windows operating systems
- Knowledgeable skills in Excel, Word, PowerPoint, iMovie, and ProTools