

Benedict R. Tieniber
631-942-3993
BenedictTieniber@gmail.com

OBJECTIVE:

- To utilize my business, human resource, management, and education backgrounds in order to be a valuable asset to any company I am affiliated with.

EDUCATION:

- Ed.D in Educational Administration, Leadership, and Technology
Dowling College, Brookhaven, NY (2012-Present)
- MS in Adolescence Education, January, 2008
Concentration in Business
Dowling College, Oakdale, NY (2006-1/2008)
- BS Degree in Business Administrative
Minor in Economics
Certificate in Leadership and Supervision
Certificate in Management
St. Joseph's College, Patchogue, NY (2002-2006)

CERTIFICATIONS:

- Business and Marketing, Pending
- Coordinator of Worked-Bases Learning for Career Development, Pending

WORK EXPERIENCE:

Owner: Most Valuable Catering, Islip, NY (12/2004- Present)

- Supervise employees
- Payroll
- Manage day to day decisions
- Residential/Corporate parties
- Set-up and finalize function contracts

Child Care Worker: Montfort Therapeutic Residence, Port Jefferson, NY (4/2008- 1/2012)

- Provide direct supervision and accountability for residents.
- Co-facilitate substance abuse and anger management groups.
- Apply behavior modification focusing on positive reinforcement.
- Supervise proper self-administering of medications.
- Teach and monitor residents performing activities of daily living.
- Therapeutic Crisis Intervention Training (TCI), Cornell University, NY

Substitute Teacher: Connetquot High School, Bohemia, NY (2009-Present)

- Provide students with proper supervision
- Engage the students
- Teach the students from a lesson plan
- Take attendance

High School Business Teacher: Islip High School, Islip, NY (2006-2008)

- Instruct Keyboarding, Business Ownership, Accounting, and Business Law
- Volunteer Coach for the Cross Country Team

Intern: Madison Square Garden/Radio City Music Hall New York, NY (9/2004- 12/2004)

- Provide administrative support for two Directors of Staffing including letter correspondence, memos, spreadsheet preparation, filing, and phone coverage as directed.
- Review for full-time and seasonal employment inquiries and enter resumes into applicant-tracking system to generate appropriate letter correspondence.
- Participate in all aspects of job fairs including layout design, setup, recruitment, and orientation.
- Utilize Internet web-sites (Monster, Hotjobs, and Applicant Tracking System) to source qualified applicants for open administrative positions.
- Conduct phone interviews with potential applicants for administrative and internship positions and schedule subsequent interviews with recruiters.
- Process new hire paperwork and employee profiles for Madison Square arena, Radio City Music Hall seasonal and Knicks/Rangers/Liberty game night staff employees.
- Track pre-employment drug test and background check investigations from vendor and contact new hires to confirm orientation and attendance.

VOLENTEER WORK:

- Student Government Treasurer (2003-2004), Founder Father of Alpha Phi Delta at Saint Joseph's College (Epsilon Gamma Chapter), Fraternity Treasurer (2003-2005), Fraternity President (2005-2006), Fraternity Charity Coordinator, and Campus Activity Board member
- Freshman Representative (2002-2003) Alumni President of the Long Island Campus (2009-present)
- Golf Committee for The Rose Brucia Educational Foundation, Committee Member for St. Joseph's College/Rose Brucia Educational Foundation walkathon, Rose Brucia Educational Foundation Advisory Board
- Certified in First Aid, CPR, AED

***References available upon request**