

**Benjamin T. Bertka**

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**Position:** //position applying to

**Work Summary:** My skills cover a broad spectrum from clerical to technical in industries such as wine distribution, education, and entertainment. I have six years of office experience as an assistant or manager, where both customer service and teamwork are emphasized. My work in production has exposed me to a wide variety of technology. Overall, my work experience has made me good at shifting gears in various settings.

**Primary Technical Skills:** Windows and Unix/Linux based operating systems on PC, Mac, and Solaris machines. Programming languages such as C, C++, and Java, including use of OpenGL for 3D graphics. Document management with MS Office, including advanced Excel. Multimedia presentations.

**Secondary Technical Skills:** LaTeX typesetting. Website design, and content updates. Use of Adobe CS. Final Cut Pro and Logic software use for creating multimedia.

**Education:**

BA Computational Mathematics, University of California at Santa Cruz, Class of 2008

MS Visualization Science, Texas A&M at College Station, Class of 2010

**Work Experience:**

10/06 – 6/08: Facilities and Lab Assistant at UCSC Film & Digital Media Center.

Supervisors: Linda Garfield and Nick Dulin. Duties: working directly with operations manager on the designing of department's budget spreadsheets; assisting with various facilities related projects; performing inventory; testing, and maintenance of film equipment; creation of instructional videos for film production students, including set design and voice-overs. Received the 2007 award for distinguished service by the Student Employee Recognition Award Program, SERAP.

4/02 – 7/06: Client Services Manager at American Wine Distributors, Inc. SF, CA.

Supervisor: Keron Lenz. Duties: answering main phone; email correspondence with prospective and existing clients; collections of accounts receivable; bank deposits; spreadsheets; ABC license/permit management for multiple states; research of ABC laws/regulations; alcohol excise tax reporting; FOIA requests; client contract updates and management.

7/00 – 5/2001: Production Assistant at Secret Level, Inc. SF, CA.

Supervisor: Jeremy Gordon. Duties: production assistance for Sega Dreamcast title, *Unreal Tournament*; in-store purchasing of computers and peripherals; computer assembly and software installations; assisting in local network setup; in-person delivery of milestone releases to game publishers.

**References:**

Jeremy Gordon – CEO  
Secret Level, Inc.  
Phone: 415-701-6400

Linda Garfield – Operations Mgr.  
UCSC Film & Digital Media  
Phone: 831-459-2348

Keron Lenz – General Mgr.  
American Wine Distributors  
Phone: 415-986-7677 x103