JACOB BENEDICT

1909 E 5th Street, Greenville, NC | 919-610-7573 | jhbenedict34@gmail.com

Education

* November 2016 – **East Carolina University College of Business**, Greenville, NC

Bachelor of Science Business Administration, **Supply Chain Management** GPA 3.0

Supply Chain Management Technical Expertise

* Experience with **SAP in Enterprise Resource Planning Systems**
* **Excel, PowerPoint, MS Word**

Experience

**O’Mara Law Group,** Orlando, FL - May 2016-August 2016

Intern of Operations

* Shadowed office manager and assisted with overall work flow
* Handled legal research and other office duties on a daily basis
* Assisted in Marketing Analysis by working with a team to determine cost vs. potential growth
* Handled all mass email, sending newsletters and political statements out to over 500 recipients bi-weekly
* Assisted in commercial advertising by helping create an intended perception of O’Mara Law Group
* Provide paralegal, administrative, and secretarial support by in-taking potential customers for the law firm and creating schedules for paralegal and lawyers

**BHI Energy,** New Hill, NC – May 2015-August 2015

-Fire Watch

* Observed for visible signs of fire or when fire hazards are in unauthorized areas
* Performed surveillance rounds on a timely matter in sensitive areas around the Nuclear Power Plant
* Adhered to periodicities and standards set by Duke Energy, Site Operations, and Site Fire Marshall

Leadership Experience

* **Treasurer** for Pi Nu chapter of Phi Gamma Delta at East Carolina University
* Safety **Employee of the Month** for BHI Energy (August 2015)
* **Captain** and creator of Intramural Sports teams from 2013 – Present