

David Benjamin

BUSINESS & TOURISM SPECIALIST

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📍 Chicago, Illinois, US

🌐 linkedin.com/in/david



SUMMARY

Enthusiastic, committed and well-organised resource expert, passionate to professionally enhance business; travel and hospitality. Determine destination, modes of transportation, travel dates, costs, and accommodations required. May also describe, plan, and arrange itineraries and sell tour packages. May assist in resolving clients' travel problems.



EXPERIENCE

Business & Travel Specialist

Self-Employed Oct 2018 - Present

- Administrating business and tourism consultancy opportunities specifically between UK and Australia.

Assistant Human Resource

Grace Welfare Organisation, Lahore Sep 2013 - Sep 2014

- Assisted regional coordinator in recruitment and other matters concerning present employees.
- Organisational correspondence.
- Planning, evaluation and implementation of HR policies & structures according to context and need.
- Training & Development regarding major divisions of the organisation.

Manager Administration

Red Cross Welfare Trust Nov 2010 - Nov 2011

- Employ database maintenance.
- Supervision of all on-going projects.
- Correspondence with embassies and all the national & international donor agencies.
- Correspondence with staff and donors over phone and e-mail regarding on-going projects.
- Administration and HR related matters of the trust. Maintained traveling log.

Senior Officer HR

Marshall Construction Company Oct 2009 - Mar 2010

- Recruitment and Selection.
- Internal and external departmental training.
- Personnel Administration & Development.
- Compensation & Benefits. HRMS module. Labor relations policies and procedures.



SKILLS

Creative	■ ■ ■ ■ ■
Team-Player	■ ■ ■ ■ ■
Multi-cultural awareness	■ ■ ■ ■ ■
Interpersonal skills	■ ■ ■ ■ ■



LANGUAGES

English	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■
German	■ ■ ■ ■ ■
Chines	■ ■ ■ ■ ■



HOBBIES

Traveling
English language private lessons
Travel & Tourism private lessons



EDUCATION

MA Tourism Management
The University of Texas at Dallas

Sep 2014 - Sep 2019

Master with thesis.

Master of Public Policy
New York Institute of Technology

Sep 2004 - Sep 2007

Passed with distinction.

Specialization in Human Resources.

Bachelor of Computer Sciences
University of California - Los Angeles Campus

Sep 2000 - Sep 2003

Bachelor of Arts
Illinois Institute of Technology
Private bachelor's with optional English Literature and Statistics

