

# Ben Allen

ben@allenonline.cc | 832-520-4844 | www.benallen.us

## Experience

---

### HR Coordinator

Aug 2019 - Jan 2020

Cornerstone Building Brands, Houston, TX

- Audited new hire paperwork
- Helped streamline hiring matrices
- Coordinated benefits enrollment process for employees
- Organized and maintained file closet
- Updated and maintained location listings
- Directed employee questions to appropriate HR team
- Made Microsoft Visio OrgChart for Commercial Finance

### Baylor Community Leader

Aug 2016 - May 2018

Baylor University, Waco, TX (US)

- Available for residents, worked desk shifts, on call shifts, and provided best possible living environment for residents
- Single-handedly hosted and facilitated weekly events for 40 residents
- First responder in residential building and worked with EMS personnel responding to medical emergencies
- Worked side-by-side with administrative and law enforcement officials to enforce campus policy and state law
- Fostered community and cultivated relationships, mentored residents, and facilitated learning through efforts that integrate aspects of faith development, academics, self-advocacy and relationships
- Hosted events for prospective students and gave tours of building. Provided customer service for students and families
- Encouraged residents to become involved and engaged in the campus community and mentored residents to discover and use gifts, talents, and skills

### Baylor Orientation & Line Camp Leader

May 2016 - Jul 2016

Baylor University, Waco, TX (US)

- Directed students and families for New Student Orientation
- Advised students for meal plans, IDs, classes, and other information on college life
- Led a small group of 10 new students during each of four camp weeks full of social activities. Led games, ceremonies, and activities to welcome students to Baylor
- Provided a warm welcome to incoming Baylor students. Baylor Orientation and Line Camp serves as an opportunity for students to finalize the college transition process both on paper and in person. This allows students to find their home at Baylor while developing connections and relationships

## Skills & Specialization

---

- Interpersonal Skills, Communication, Public Speaking, Customer Service, Public Relations, File organization, Microsoft Word, Excel, Visio, PowerPoint,

## Education

---

### Baylor University

Aug 2015 - May 2019

BACHELORS, Political Science  
Waco, TX (US)