

Judith Benchaar

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OBJECTIVE

To apply my strong communication and technical skills combined with my experience and demonstrated abilities as an administrative assistant, a travel agent, and a student to obtain and to exceed my personal goals as well as the goals of the university.

EDUCATION

University of Notre Dame du Lac, Notre Dame, IN- USA M.A. – Romance Languages and Literatures/Minor in Gender Studies	May 2016
Indiana University, South Bend, IN- USA B.A. – French/Minor in International Studies	June 2014

STUDY ABROAD

- Study Abroad Program in London, England; Paris and Lille, France June-July 2012
- Study Abroad Program at the Academia de Española, Nicoya, Guanacaste, Costa Rica March 2013
- Study Abroad Program, Université du Toulon Sud-Var, Toulon, France Jan.-June 2014

CONFERENCE PRESENTATIONS

- Bilingual Readings XII: Translations of poetry by Dr. Alek Baylee Toumi, “American Literary Translators Association (ALTA) Conference”, October 2013.

EXPERIENCE

Administrative Assistant/Center for Social Concerns University of Notre Dame, 154 Geddes Hall Notre Dame	July 2014- present
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- Provide administrative, technical and strategic support for the Higgins Labor Program and also for the Social Concerns Seminars including but not limited to:
 - Collect and assimilate all information required to process curriculum course scheduling.
 - Update program websites as needed.
 - Assist with the publicity and marketing of all program events, lectures, and seminars.
 - Manage communication with and outreach to constituents.
 - Manage budgets and the administration of all expense reporting.
 - Coordinate administrative and student travel arrangements and accommodations.
 - Plan, schedule, and host departmental events including meetings, workshops, lectures, and symposiums.
 - Manage undergraduate student assistants and graduate student research assistants.
 - Facilitate seminars as needed including facilitating as translator for the CSC Common Good Initiative, a graduate level seminar that completes an eight day immersion in Haiti.
- Event and Travel Coordination including conference travel, seminar immersions, student retreats, and a symposium in Washington, D.C.
- Maintain databases as needed.

Administrative Assistant/Department of Romance Languages and Literatures University of Notre Dame, 343 O’Shaughnessy Hall, Notre Dame	August 2011- January 2014
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- Provide administrative, technical and strategic support to the Undergraduate Director and the Department Chair. Including:
 - Collect and assimilate all information required to process curriculum course scheduling.
 - Update department website as needed.
 - Assist with the publicity of departmental programs.
 - Manage the collection, collation, and distribution of course descriptions.
 - Coordinate administrative travel arrangements and accommodations.
 - Plan and schedule departmental events including meetings, workshops, lectures, etc.
- Event and Travel Coordination.
- Maintain databases as needed.

Staff Assistant College Seminar/University Writing Program

University of Notre Dame, 300 O'Shaughnessy Hall Notre Dame

August 2010 - August 2011

- Provide reception and office support for the administrators and staff of the University Writing Program and College Seminar Program by performing a variety of clerical functions. Including:
 - Collect and assimilate all information required to process curriculum course scheduling.
 - Update department website as needed.
 - Assist in monitoring enrollment in College Seminar courses.
 - Assist with curriculum development.
 - Coordinate administrative travel arrangements and accommodations.
 - Plan and schedule events for UWP/CSEM including meetings, workshops and incoming speakers.
- Event and Travel Coordinator
- Maintain databases as needed.

Administrative Assistant to the CEO

Fan Action, Inc. Mishawaka, IN - USA

March 2007-May 2009

- Assisted in day-to-day operations including human resources, supplier relationships, customer service and bookkeeping for:
 - Blue and Gold Illustrated
 - Blue Gold Traditions
 - Blueandgold.com
- Event and Travel Coordinator
- Managed the Classified Ad section of our publication, Blue and Gold Illustrated.

Manager/Co-Owner/Travel Consultant

Premier Travel, Inc., South Bend, IN - USA

May 1996-March 2007

- Office manager responsible for five consultants.
- Booked domestic and international travel arrangements for clients.
- Arranged and marketed many large group travel venues.
- Managed invoicing, bookkeeping and tax preparation for the company.
- Performed all duties required for Human Resources.
- Prepared weekly reports required by the Airline Reporting Corporation.

OTHER UNIVERSITY INVOLVEMENT AND ACHIEVEMENTS

- Recipient of the Project Management Certificate Program from the University of Notre Dame, January, 2019
- Recipient of the Graduate Certificate in Community Engagement & Public Scholarship from the University of Notre Dame, May 2017
- 2014 Excellence in World Language Studies award recipient, May 2014

- Recipient of the Peyser Scholarship for Study Abroad, June 2012, January 2014
- Recipient of the David Starr Jordan Scholarship, June 2012, December 2013
- Recipient of the Arthur J. and Patricia G. Decio Scholarship for the 2013-2014 academic year in recognition of academic excellence.
- Recipient of a SMART Travel Grant for the ALTA Conference, October 2013
- Member of the French Honor Society, Pi Delta Phi, since May 2012

SKILLS

Proficient with Microsoft Word, Excel, Access and Power Point as well as the Google Suite products.

Excellent written and verbal communication skills with demonstrated presentation abilities.

Highly persuasive with strong interpersonal skills and the ability to effectively collaborate with multiple constituents.

Fluent in French, some speaking and writing skills in Spanish, and a small amount of Arabic.

Certified Travel ND Super User

Certified Travel Agent