Robert Smith

Box Office Assistant II

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Looking to add value, hard work and gain knowledge in the communications field. entry-level Office Assistant may not be expected to make executive decisions, while those with enough experience to land supervisory positions.

WORK EXPERIENCE

Box Office Assistant II

ABC Corporation - September 2014 – March 2015

Responsibilities:

- Quickly adjusted to the fast pace environment.
- Able to work on my own on many occasions. Skills Used Communication.
- Called donors and other friends of the department to ensure contributions.
- Booked tickets for the Skidmore college theater department.
- Maintained organization inventory by checking stock to determine supply levels.
- Expedited orders, and delivered materials to work stations in a timely manner.
- Upheld office schedule to ensure day-to-day business needs were met.

Box Office Assistant

Delta Corporation - 2010 – 2014

Responsibilities:

- Assisted Box Office manager with ticket sales (season and individual), will call at events, and the handling of monies.
- Duties, Accomplishments and Related Skills I was responsible for designing and editing the actors and actress biography board as well as each .
- Also coordinated the activities between theater staff and stage performances by organizing theater seating and handling the finances for each box .
- In addition, I ensured that the theater space was properly maintained and monitored, either by myself or box office management.
- Supervisor Richard Larson ((570)941-4318) Okay to contact this Supervisor Yes.
- Processed ticket orders and informed audiences of productions and screenings Served as phone and in-person reception for venue clients and guests.
- Oversee box office ticket sales and promote upcoming functions for up to 10 events per year, from 30-2700 guests Provide phone assistance to .

SKILLS

Microsoft Programs,
Office Management,
Money Handling.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Bachelor of Arts in Public Relations - (Western Michigan University - Kalamazoo, MI)

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