Ticket Seller/Specialist

ROBERT SMITH

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Objective

Reliability and validity analysis Administrative professional offering versatile management skills Strong planner and problem solver who readily adapts to change Proficient.

Skills

Statistical Analysis: Reliability And Validity Analysis; MSOffice; Word, Excel, PowerPoint.

Work Experience

Ticket Seller/Specialist

ABC Corporation - August 2013 – October 2014

- Customer service, answer general questions or direct customers to the right place
- Responsibilities handle customers approaching box office daily and during events and sell them seats.
- Utilize knowledge of different forms of performance arts and venue seating in order to optimize the customer experience.
- Provide back up support to the Box Office Receptionist and Coordinator.
- Accurately sell future and day of game tickets using a web-based Tickets.com ticketing system in a fast-paced work environment.
- Answer guest questions and provide exceptional guest service to all of our guests
- Assist reservation Department distributing Will Call orders to customers.

Ticket Seller/Specialist

Big Bus Tours - 2011 – 2013

- Customer service, sell customer tour bus tickets.
- Make cash and credit card transactions.
- Instruct and direct passengers to their destinations.
- Despatch busses on a schedule n Accomplishments A lot of great reviews on trip advisor from customers.
- Learn to despatch.
- Skills Used Great customer service, support customer and co-workers.
- Reliable, dependable..

Education

BS

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