

SHARELL STANTON

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PHONE

+1 (555) 910 8792

EXPERIENCE

RITCHIE AND SONS

10/2020 – present

Houston, TX // *Box Office*

- Knowledge and genuine interest in the industry
- Basic knowledge of Microsoft office programs (Excel, Word)
- Recruitment and hiring staff, ensure that hiring / disciplinary / termination standards follow all Clubs & Theaters guidelines
- Promote and provide superior customer service in all guest interactions
- Participate in all on-site venue meetings as needed
- Experience in Box Office / Ticketing Management
- Experience in Cash Handling
- Leadership, Management and Customer Service
- Should be tenacious, flexible, and possess a sense of humor

BAYER, LEGROS AND RITCHIE

03/2015 – 06/2020

Houston, TX // *Box Office*

- Distribute Will Call tickets at Box Office Window during Night of Show
- Processing Opening and Closing Box Office procedures
- Skilled in guest relations, phone etiquette, and cash handling in a multi-tasking environment
- Attention to details, specifically regarding event listing applications
- Entry level knowledge of basic computer operations, web-based applications and Point of Sales systems
- Good communication skills to effectively communicate with customers and co-workers
- Available to work flexible hours, including nights and weekends

EDUCATION

OREGON STATE UNIVERSITY

Collage in Education

SKILLS

- Applicable experience working in a box office or venue
- Possess teamwork qualities
- Experience in logistical co-ordination
- 3rd party supplier management skills
- Query and escalation management
- Adherence to process and procedure
- Governance and follow through
- Resilient and proactive
- Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Salesforce experience preferable

Box Office Resume Template 2025

Christian Drosten



Box Office Resume Template 2025:

Delve into the emotional tapestry woven by Emotional Journey with in **Box Office Resume Template 2025** . This ebook, available for download in a PDF format (Download in PDF: *), is more than just words on a page; it's a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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