

# SHARELL STANTON

1611 WALKER KEYS, DETROIT, MI

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## PHONE

+1 (555) 910 8792

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## 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

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## EDUCATION

### **OREGON STATE UNIVERSITY**

*College in Education*

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## 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 How To

**J Ma**



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