

SHARELL STANTON

1611 WALKER KEYS, DETROIT, MI

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

College 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 Update

Robert Brent Toplin



Box Office Resume Template Update:

Box Office Resume Template Update Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be much more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Box Office Resume Template Update**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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