
BOX OFFICE ASSISTANT RESUME

Objective:

To obtain the position as Box Office Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Excellent cash handling experience
- Proficient with Word & Excel and Pro Venue ticketing software
- Strong computer and IT skills
- Ability to work with accuracy, attention to detail
- Good time keeping and attendance records
- Ability to multi-task
- Strong communication skills and organizational skills
- Excellent telephone manners

Work Experience:

Box Office Assistant
Florida Studio Theatre Cabaret, Wayne, NJ
August 2005 to till date

- Assisted in selling tickets by telephone, e-mail, post and in person.
- Ensured strict adherence to the Data Protection Act.
- Kept track of all forthcoming events, promotion and internal updates.

Box Office Assistant
Folger Shakespeare Library, Wayne, NJ
May 2000 to July 2005

- Provided a quality front line service to customers.
- Assisted in selling tickets using both manual and computerized systems.
- Displayed material of front of house and in the Box Office area.
- Evaluated and reported on sales and managed the box office system.
- Assisted in giving accurate information to visitors.
- Contacted customers by telephone to carry out periodic marketing drives.

Education:

Associate's degree in Business Administration
George Washington University, Washington, DC

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