
Box Office Clerk Resume

Job Objective

To secure the position of Box Office Clerk that will allow me to utilize acquired skills and experience.

Summary of Qualifications:

- Proficient in MS Office programs specifically Word and excel
 - Good oral and written communication skills
 - Good at customer service and ability to communicate effectively
 - Able to work under pressure and manage multiple tasks in stressful situations
 - Able to handle cash and credit card transaction
 - Ability to perform complex data entry tasks
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Work Experience:

Box Office Clerk, May 2004 – Present
Cirque Du Soleil, Minneapolis, MN

- Balanced processing of tickets sales at box office and assist customers.
- Administered to answer customer calls and handled customer transactions.
- Mediated with supervisor and internal and external contacts to resolve problems and respond to policy or procedural questions.
- Contributed to develop, edit, proof and compile manuals, procedures and correspondence.
- Ensured professional resolutions to problems.

Box Office Clerk, March 2002 – April 2004
Amanda Fish, Minneapolis, MN

- Appraised rapidly and accurately to process information requests and prioritize workload.
 - Administered to take and relays messages; comply with requests according.
 - Volunteered to take phone calls and responded friendly & professionally.
 - Acted to file loose reports in simplified format in clear view for easy access to all.
 - Furthered to assist customers with needed records and provide copies.
 - Initiated to act appropriately for timely follow-up on problem charts to satisfactory conclusion.
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Education:

Associate Degree in Public Relations, Glendale Community College, Glendale, AZ

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