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## Box Office Manager Resume

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### Job Objective

Qualified Box Office Manager seeking a position in which to put my communication skills and experience to work for right company.

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### Highlights of Qualifications:

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- Huge experience in managing box office operations, handling cash and coordinating with various staff members as a box office manager
  - Outstanding knowledge of Ticketmaster host
  - Operational knowledge of Microsoft applications
  - Immense ability to identify issues and resolve issues
  - Exceptional ability to analyze and interpret various financial reports
  - Excellent skills to provide sound interpersonal skills
  - Amazing communication skills in both oral and written forms
  - Ability to manage multiple projects and prioritizing work
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### Professional Experience:

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Box Office Manager  
Live Nation, Dallas, TX  
October 2008 – Present

- Hired, trained and supervised efficient working of Box Office personnel.
- Administered everyday working of box office operations on a daily basis.
- Managed work according to ticketing policies and procedures and managed promotional items.
- Ensured optimal level of customer services skills.
- Monitored customer complaints and services in a professional manner.
- Prepared daily sales reports and box office statements and reconciled all events.
- Coordinated with Ticketmaster personnel and maintained financial records and seating manifests.
- Documented training material required for box office policies and procedures.

Assistant Box Office Supervisor  
Sears Holdings Corp., Dallas, TX  
August 2003 – September 2008

- Administered efficient working of ticket operations management staff.
- Provided optimal levels of customer services for selling individual tickets.
- Coordinated with box office staff and assisted in efficient daily business operations and assisted in training.
- Performed audits and maintained cash requirements for ticket office vaults.
- Assisted in processing all payments with help of procedures and forms.
- Ensured compliance to box office policies and procedures.

Box Office Attendant  
Kingsborough Performing Arts Center, Dallas, TX  
May 1998 – July 2003

- Managed ticket sales for concerts and various entertainment events.
  - Documented all transactions and ensured compliance to proper procedures.
  - Prepared reports on various database information to be submitted to management.
  - Maintained work and provided optimal level of customer services.
  - Ensured compliance to all regulations and internal policies and procedures.
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### Education:

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Bachelor's Degree in Set and Exhibit Design  
Concordia University, Saint Paul, MN  
Master's Degree in Entertainment Business  
Miami Dade College, Miami, FL

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