

Tyra Grimes

Box Office Manager

Driven box office manager with over 8 years of experience in the entertainment industry. Committed to providing superior customer service and driving sales performance by implementing innovative strategies. At XYZ, increased ticket revenue by 33% through effective promotion campaigns and managed teams of up to 10 associates simultaneously. Looking for an opportunity at ABC Entertainment where I can use my skillset to further improve their business processes and overall success.

Contact

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143-765-1556

linkedin.com/in/tyra-grimes

Employment

Employer A | Box Office Manager

Richmond | January 2018 — Present

- Confidently managed daily operations of the box office, including processing tickets and maintaining cash drawers with an accuracy rate of 98%.
- Utilized customer service skills to provide friendly and efficient assistance to over 500 patrons per day; successfully resolved 90% of queries within 5 minutes or less.
- Reconciled \$30,000 worth of ticket sales on a weekly basis for accounting purposes; decreased errors in financial reporting by 20%.
- Compiled detailed reports on ticket counts, inventory levels and box office performance metrics every quarter; accurately forecasted demand patterns which increased revenue by 10%.
- Demonstrated excellent problem-solving abilities when responding to customer complaints or technical issues encountered at the point-of-sale system; handled over 100 cases without any escalation incidents in the last year alone.

Employer B | Box Office Manager

Knoxville | March 2012 — December 2017

- Monitored ticket sales, box office operations and customer service satisfaction to ensure smooth running of the venue; reduced refund requests by 10% in one year.
- Achieved daily cash-outs of over \$5,000 on average while accurately recording all transactions with zero discrepancies.
- Balanced collection and disbursement entries according to accounting principles while ensuring that financial information was kept confidential at all times.
- Reported weekly performance updates to management team, including attendance figures, revenue streams and customer feedback results; identified trends in order to optimize box office procedures for maximum efficiency & profitability.
- Resourcefully handled difficult customers' inquiries regarding prices or seating issues as well as providing directions within the premises when needed; maintained a friendly yet professional demeanor throughout interactions with guests.

Education

Educational Institution XYZ | Bachelor's Degree in Business Administration

November 2011

Skills

Event Management
Entertainment
Ticket Sales

Social Networking
Social Media Marketing
Performing Arts

Theatre
Facebook
Fundraising

Certifications

Certified Box Office Manager, The National

Resume Template Box Office Guide

Clemens Wendtner



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 AV Guide ,1947 **Adweek** ,1998 Vols for 1981 include four special directory issues

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web paediatrics calculation by body weight drug calculations for children include another important component which is the body weight of the child the dosage depends on the weight and it needs to be calculated with the following formula dose stock required stock strength volume weight 0.08 mg 0.2 mg x 2ml 100 mg 25 mg

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web 1g 1000mg 1mg 1000mcg therefore to convert grams to milligrams you multiply by 1000 milligrams to micrograms multiply by 1000 conversely to change from micrograms to milligrams divide by 1000 and milligrams to grams divide by 1000 thus to multiply by 1000 the decimal point must be moved 3 places to the right example

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