

# SHARELL STANTON

1611 WALKER KEYS, DETROIT, MI

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## PHONE

+1 (555) 910 8792

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## 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

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## EDUCATION

### OREGON STATE UNIVERSITY

*College in Education*

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## 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 How To

**Thomas Cairns**



## **Box Office Resume Template How To:**

*Vault Guide to Resumes, Cover Letters & Interviews* Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source      **Box Office** ,1963      **All Systems Go: How to Launch a Successful Job Search** Thomas Cairns, 2014-03-09 Learn how to create market promote and sell your professional story to land the job you love and that embodies your skills goals and passions      *How to Ace your Job Interview* Dr. Sudhir Andrews, 2023-12-11 This is an honest attempt to coach students for admission into college beginners in the job market and executives on how to present themselves to a potential institution or employer In my experience of interviewing approximately 100 000 candidates over 50 years holding senior positions in the corporate world educational institutions and HR consultancy both in India and abroad in private and public sectors and in manufacturing and service industries I have learned how unprepared and inadequate candidates are I want to empower you to succeed The book guides you on how to Conduct a job search Prepare yourself before an interview Submit a winning resume Understand interviewer styles Establish a partnership with the interviewer during the interview Empower and strategize your interview with 101 Frequently Asked Questions FAQs For all my experience and achievements I have received the following awards Rashtriya Gaurav Award Rajiv Gandhi Award for Excellence Best Citizen of India Award Intellectual Achievement Award All India Business and Community Award for Educational Excellence International Status Award for Hospitality Education Sri Ram Award for Best Management Thought given by the President of India Living Legend Award Lifetime Achievement Award by the Minister of Parliamentary Affairs

Get the Job in the Entertainment Industry Kristina Tollefson, 2021-12-16 Looking for a job in the theatre and entertainment industry can be daunting especially when you are newly entering the work market How do you take the skills and experience acquired through study and present them to prospective employers in the arts industry Where does your search begin and what should you consider as you plan your future career steps What is expected in a portfolio and what should you expect in an interview This book provides straightforward strategies and practical exercises to turn anxiety into excitement and help you develop the job search skills and materials that will empower you to go after the job you want and get it If you are about to graduate or just ready to make a change this book will teach you how to plan for your career as a designer technician or stage manager and put your best professional persona forward when applying for jobs Topics include resumes cover letters business cards and portfolios that will get you moved to the top of the pile what to expect at an interview and how to answer any interview question the how and why of negotiating for your worth long term career planning financial implications and much more Filled with practical advice examples of letters resumes CVs and portfolios and with guidance from industry professionals it will equip you to plan and succeed in your job search and career development in the entertainment industry      RUDIMENTS OF MODERN COMPUTER APPLICATION JOYRUP

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 This practical and helpful guide takes you step by step through the process of writing a job winning resume Steve Provenzano starts off with some general background on deciding what kind of job to look for and how to find the best opportunities This resource offers sound advice on how best to present education and work experience including what to tell and what the job candidate shouldn't reveal There are suggestions for workers who have been fired have gaps in their work history or have some other troublesome issue in their past      Publix Opinion ,1930      **Modern Photoplay Writing, Its Craftsmanship** Howard T. Dimick,1922      **The Illustrated sporting & dramatic news** ,1879      **The Union Pacific Magazine** ,1929 Employee magazine of the Union Pacific System      Pacific Coast Musical Review ,1912      *Peter Norton's Complete Guide to Microsoft Office 2000* Peter Norton,Jill T. Freeze,Wayne S. Freeze,1999 Ready to use building blocks for integrated circuit design Why start coding from scratch when you can work from this library of pre tested routines created by an HDL expert There are plenty of introductory texts to describe the basics of Verilog but Verilog Designer's Library is the only book that offers real reusable routines that you can put to work right away Verilog Designer's Library organizes Verilog routines according to functionality making it easy to locate the material you need Each function is described by a behavioral model to use for simulation followed by the RTL code you'll use to synthesize the gate level implementation Extensive test code is included for each function to assist you with your own verification efforts Coverage includes Essential Verilog coding techniques Basic building blocks of successful routines State machines and memories Practical debugging guidelines Although Verilog Designer's Library assumes a basic familiarity with Verilog structure and syntax it does not require a background in programming Beginners can work through the book in sequence to develop their skills while experienced Verilog users can go directly to the routines they need Hardware designers systems analysts VARs OEMs software developers and system integrators will find it an ideal sourcebook on all aspects of Verilog development  
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