**Jessie Ball DuPont**

jessiedupont@gmail.com

(555) 555-1234

**Experience**

**Financial Assistant*, Klein Theatre*, *University of Mary Washington***

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| * Maintain the accounting of the department and faculty credit card statements * Review class fee and credit card audits | * Input financial postings and reports * Reconcile monthly sales and deposits |

**Box Office Assistant, *Klein Theatre*, *University of Mary Washington***

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| * Reconcile daily sales and prepare deposits * Perform ticket sales with PatronManager and Choice CRM | * Enhance patron relations and handle accessible seats as donor and accessible liaison * Monitor and train future employees |

**Server, *Orofino, Fredericksburg, VA***

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| * Attend to customers’ needs by paying attention to detail and being observant * Taking initiative to complete tasks | * Manage multiple tasks at once * Demonstrate excellent customer care |

**Leadership**

**House Manager, *Studio 115***

* Maintain the comfort and safety of actors and audience members during productions
* Uphold the appearance of a student-run blackbox theatre
* Create programs for every performance and event
* Generate annual house reports

**Treasurer, *Alpha Psi Omega*, *Eta Eta Chapter***

* Collect dues and managed budgets
* Orchestrate fundraising events

**Education**

**BA, Theatre, University of Mary Washington** *(2015)*

* Arts Administration Minor

**Skills**

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| * Leadership and ability to work in a group * Calendar organization * Detail-oriented | * Ability to multitask and work under pressure * Adaptability * Basic Spanish |

* Working knowledge of: Quicken, PatronManager, Choice CRM, Salesforce, Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Google Docs, Google Sheets, Google Slides