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