

Jessie Ball DuPont

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(555) 555-1234

Experience

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

- 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*

- 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*

- 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

- 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