

Summary

Highlights

Experience

Company Name i¼ City , State

- Special Events Coordinator Feb 2005 to Jun 2011

Ticket Office Manager Nov 1998 to Feb 2005

- Managed as many as 200 performances a year in 3 different theaters.
- Managed a 4-6 person Ticket Office team and 30+ Front of House staff.
- Senior Level Administrative experience Provide customer service via phone and in-person.
- Assist patrons and rental organizations with season subscriptions, single ticket purchases, and donations.
- Provided year round financial and statistical reports to Board Members and Executive Committees
- Accurate development, accounting & reporting of Ticket Office Budget and Sales.
- Database Manager for Patrons and Donors using ArtSoft.

- Event Selection Committee member for the 2001-2004 seasons, assist with Board Functions.
- Member of supervisory team which met to plan and provide oversight for the operations of the Broadway Center and its historic Downtown theaters.
- Initiated website and online ticket sales.
- Assisted with the creation of promotional advertising that affect ticket sales and public relations.
- Training: ArtSoft Box Office Manager in Wallingford, CT.

Education

Associate of Arts , General Pierce Community College

High School Diploma Woodrow Wilson High School

Technical Skills

Operating Systems: Windows 10 and below

Databases: Constant Contact, ConnectWise, Raisers Edge, Auction Tracker, Auction Pay, ArtSoft, ResNet

Graphics Tools: Adobe Photoshop Elements, Microsoft Publisher

Additional Information

- One of 4 Marketing Managers chosen in 2015 for a National 9 Month Training
- Board Member West Sound Roller Girls Roller Derby Team
- Franciscan Foundation Scholarship award winner 2009