

## Jessie Ball DuPont

jessiedupont@gmail.com

(555) 555-1234

### Education

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**Bachelor of Arts in Theatre, University of Mary Washington, Fredericksburg, VA**  
Arts Administration Minor, 3.9 GPA

May 20xx

### Experience

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

August 20xx-present

- 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**

January 20xx-December 20xx

- Reconciled daily sales and prepare deposits
- Completed ticket sales with Patron Manager and Choice CRM
- Enhanced and handled patron relations and handle accessible seats as donor and accessible liaison
- Monitored and trained 18 new employees

**Server, Orofino, Fredericksburg, VA**

Summers 20xx-20xx

- 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

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**UMW 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, UMW Alpha Psi Omega, Eta Eta Chapter**

- Collect dues and managed budgets
- Orchestrate fundraising events

### Skills

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

Language: Basic Spanish