





Sara Reed

Box Office Manager

Box Office Manager with seven years of experience in live-event venues. Expertise in ticketing systems, customer service, and revenue reconciliation.

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  City, ST 12345

EDUCATION

B.A. in Hospitality Management
Regional College, City, ST
May 2025

PROFESSIONAL EXPERIENCE

Box Office Manager | City Civic Theater, City, ST
February 2016 – Present

- Oversee ticket sales for 150+ events annually, generating \$2M in revenue
- Implement a mobile-ticketing system, increasing advance purchases by 40%
- Train and schedule a team of 10 ticket agents

Assistant Box Office Supervisor | Metro Concert Hall, City, ST
June 2013 – January 2016

- Managed day-of-show ticket distribution and will-call processing
- Balanced nightly cash drawer with zero variances