

# Name

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## Education

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**University of South Carolina Honors College** *May 2007*

Bachelor of Science in Sport and Entertainment Management

- Cumulative 3.68 GPA, Southeastern Conference Honor Roll *2004-Present*, National Academic Team Champion *2006*, and Dean's List *2003-Present*

## Experience

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**Trustus Theatre** *August 2006-Present*

*Intern*

- Gained experience working side by side with the business director, production manager, and box office manager in a not-for-profit theatre.
- Charged with the responsibility of creating and implementing a marketing and development plan for the 2007-2008 production season.
- Assisted in the collection and settlement of the box office including checking the ticket manifest and handling of cash receipts.
- Involved in aspects of production pertaining to artist contracts and compensation.
- Further developed oral and written communication skills in a customer service setting by dealing with patrons and co-workers on a daily basis in a show environment.
- Helped in the preparation of both a grant renewal budget and proposal.

**Quad City Acceleration** *May 2005-August 2005*

*Intern*

- Broadened experience in one-to-one selling and appeasing the patron in a customer service and results-oriented setting.
- Maintained gym finances by collecting program fees and selling memberships.
- Obtained hands-on work experience in event planning and organization.
- Acquired responsibility in preparing finances for the business.
- Gained efficiency with financial software such as QuickBooks and Microsoft Excel.
- Strengthened communication skills (oral and written) through phone duties and product requests.

**University of South Carolina Sport Information Department** *January 2005-May 2005*

*Intern*

- Obtained efficiency with NetEditor and Adobe Photoshop writing copy and designing web pages for the USC sports website.
- Improved research and statistical skills by completing tasks for the Sport Information Directors.
- Developed oral and written communication skills by answering phones, writing copy, and sending information requests.

**Edgerton Women's Health Center** *May 2004-July 2004*

*Edgerton Women's Health Center Office Assistant*

- Gained experience in preparing and organizing financial documents.
- Acquired customer service and around-office experience.

## Activities

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**University of South Carolina Track and Field Team** *August 2003-Present*

*Four Year Varsity Letter Winner*

- Developed the important virtues of a team mentality, dependability, and responsibility.
- Honed time management and performance under pressure skills.

**USC Sport and Entertainment Management Club** *August 2003-Present*

- Expanded experiences in the industry by participating in field trips to industry events and attending the *International Conference on Sport and Entertainment Business*.

**Team Gamecocks** *August 2003-Present*

- Enriched the community with various service projects such as working road races, collecting canned goods, and volunteering time to local elementary schools and children's activities.