

NATALIE MONAHAN

Information



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EXPERIENCE

05/2018 – present

Boston, MA

ONDRICKA AND SONS

Box Office

- Assist with the management of customer service as it relates to both internal and external clients
- Represent Blue Roof Entertainment and its related affiliates in a professional manner at all times
- Work a flexible schedule including early mornings, days, evenings, weekends, and holidays as necessary to facilitate the box office on event days

12/2015 – 04/2018

Boston, MA

CHAMPLIN-DONNELLY

Box Office

- Excellent customer service skills and public speaking ability
- Handle outbound and inbound will call requests
- Sell tickets using AXS ticketing software
- Interact with guests to answer questions and resolve ticketing issues



EDUCATION

MASSACHUSETTS COLLEGE OF ART

Collage in Education



SKILLS

- Manage front of house duties for all Main Stage and Black Box productions
- Maintain Music student curricular performance records/programs for NASM accreditation purposes, and Dance and Theatre student curricular performance records/programs in preparation for future accreditation

Box Office Resume Template Tips

Rafael Jaen



Box Office Resume Template Tips:

Office 2013 All-In-One Absolute Beginner's Guide Patrice-Anne Rutledge,2013-08-08 Make the most of Office 2013 without becoming a technical expert This book is the fastest way to create edit format build review and share virtually any form of Office content Even if you ve never used Office before you ll learn how to do what you want one incredibly clear and easy step at a time Office has never ever been this simple Who knew how simple Microsoft Office 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new Office 2013 productivity suite simple reliable instructions for doing all you really want to do with the brand new versions of Word Excel PowerPoint Outlook and OneNote Here s a small sample of what you ll learn Explore Office 2013 s updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates tables and more Efficiently build and review longer documents by yourself or with teams Quickly create reliable sophisticated Excel workbooks Analyze and visualize Excel data with charts sparklines pivot tables and slicers Create high impact presentations with PowerPoint 2013 s newest tools Supercharge presentations with audio video animations and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts tasks to do lists and notes Use Social Connector to simplify activities on Facebook LinkedIn and beyond Organize research more efficiently with OneNote notebooks Integrate text links files media screen clips and handwriting into your OneNote notebooks And much more

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Carol Turkington,2014-05-14 Provides details on over 550 internships and summer jobs **Excel Workbook For Dummies**

Greg Harvey,2006-03-31 Excel is the most sophisticated spreadsheet program available making it easy for you to create a variety of analyses and calculations for personal and professional use However this program is much more than just an electronic version of an accountant s green sheet and mastering even the most basic functions can be a challenge Excel Workbook For Dummies is specially designed to give you the hands on experience you need to start using this great program with confidence and efficiency This guide is packed with hundreds of exercises that walk you through the ins and outs of Excel at your own pace You ll have all the tools you need to Enter spreadsheet data Format modify and print your spreadsheet Copy and correct formulas Create date and time formulas Use math statistical lookup and logical functions Chart spreadsheet data Add graphics to the spreadsheet Manage and secure your data Perform what if analyses Generate pivot tables Publish spreadsheets as Web pages Add hyperlinks to spreadsheets Take advantage of Macros and Visual Basic Editor Included is a bonus CD ROM full of useful features including sample files for all exercises in the book a variety of important Excel tools worksheets and templates for financial planning and a trial version of Crystal Xcelsius to get you started making progress and becoming an Excel expert Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Music Business Handbook and Career Guide** David Baskerville,Tim

Baskerville,2015-12-23 This powerhouse best selling text remains the most comprehensive up to date guide to the music industry The breadth of coverage that Music Business Handbook and Career Guide Eleventh Edition offers surpasses any other resource available Readers new to the music business and seasoned professionals alike will find David Baskerville and Tim Baskerville s handbook an indispensable resource regardless of their specialty within the music field This text is ideal for introductory courses such as Introduction to the Music Business Music and Media and Music Business Foundations as well as more specialized courses such as the record industry music careers artist management and more The fully updated Eleventh Edition includes coverage of key topics such as copyright licensing songwriting concert venues and the entrepreneurial musician Uniquely it provides career planning insights on dozens of job categories in the diverse music industry *Vault Guide to Top Internships* Samer Hamadeh,2004 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions

2011 Photographer's Market Mary Burzlaff Bostic,2010-10-22 ALL THE INFORMATION YOU NEED TO FIND BUYERS FOR YOUR PHOTOS For more than three decades photographers have trusted Photographer s Market This must have resource offers all the markets that are right for you magazines book publishers greeting card companies stock agencies

advertising firms contests and more In addition to more than 1 000 markets for your work the 2011 Photographer s Market includes Up to date information on how to start and run a photography business including how to find clients who to contact to submit your photos what types of photos they need and how to submit both digital and film images Special features on finding your niche taking advantage of local publishing opportunities and networking with other photographers Inspiring and informative interviews with successful pros including commercial fine art photographer Robb Siverson animal lifestyle photographer Suzanne Bird and StoryPortrait photographer Genevieve Russell Markets for fine art photographers including hundreds of galleries and art fairs as well as tips for maximizing art fair success

Teaching History with Film Alan S. Marcus, Scott Alan Metzger, Richard J. Paxton, Jeremy D. Stoddard, 2018-07-04 Teaching History with Film provides a fresh engaging and clear overview of teaching with film to effectively enhance social studies instruction Using cases of experienced teachers to illustrate accomplished history teaching through movies this text provides pre and in service teachers with ideas for implementing film based lessons in their own classrooms and offers a deeper understanding of the thorny issues involved in using film to teach history The second edition is completely revised and updated including two entirely new case studies a new chapter focusing on using international film and incorporating a more global view in the classroom and additional material on using film to tackle difficult and controversial issues as well as updates to all of the cases Each section of the book focuses on how teachers can effectively support the development of students historical film literacy through topics such as using film to develop interpretive skills to explore controversial issues and to develop historical empathy By developing the skills students need to think critically about the past or what they think they know about history the lessons in this book illustrate how to harness the pedagogical power of film to provide the tools necessary for rigorous inquiry and democratic citizenship Special features include Reflection on the Case following each chapter analyzing and discussing the strengths and limitations of the teacher s approach as well as providing strategies for using and choosing films specific to the educational outcome Sample unit outlines descriptions of class texts and films worksheets essay questions viewer guides and exercises for the classroom throughout Discussion of the practical considerations facing classroom teachers including juggling time restraints issues of parental permission and meeting standards

A Beginner's Guide to Devising Theatre Jess Thorpe, Tashi Gore, 2019-09-19 Winner of the 2021 Music it offers practical ideas for use in rehearsal and it presents grounding in terminology that will support a confident and informed approach to production The book features contributions from some of the young performers who have been a part of Junction 25 s work to date as well as key artists and companies that work professionally in devised theatre including case studies from Quarantine the Team Mammalian Diving Reflex Nic Green and Ontroerend Goed The work of Junction 25 is used to illustrate the concepts and ideas set out in the book Ideal for any student faced with the challenge of creating work from scratch A Beginner s Guide to Devising Theatre offers constructive guidance which supports the requirements of students taking Drama and Theatre

Studies courses The book includes a foreword by theatre critic Lyn Gardner Excel 2007 Workbook For Dummies Greg Harvey,2007-08-13 From formulas to functions to the latest features practice and plan Excel tasks with ease Confused by Excel Want to make the most of its capabilities No worries this hands on workbook gets you up to speed in a step by step manner From navigating the new user interface and creating your first spreadsheet to using formulas working with charts and graphics managing and securing data and creating macros you ll do it all with the help of practice files and more than 30 walk throughs of Excel features on the CD ROM Plus you get full coverage of all the new and enhanced features of Excel 2007 See how to Set up format and edit basic spreadsheets Manage and secure your Excel data Create formulas and functions for finance date and time math text and more Master data analysis with pivot tables Save and share your spreadsheet data Quick refresher explanations Step by step procedures Hands on practice exercises Tear out Cheat Sheet A dash of humor and fun All this on the bonus CD ROM Dynamic video walk throughs demonstrate Excel features and tasks Practice files let you work through the exercises in the book For details and complete system requirements see the CD ROM appendix Vault Guide to the Top Media & Entertainment Employers Laurie Pasiuk,2005-09 With this new Guide created for the many job seekers drawn to the glamorous and exciting world of media and entertainment Writer's Guide to Book Proposals Anne Hart,2004-04 Here is your new author s guide to writing winning book proposals and query letters Learn how to find free media publicity by selling solutions to universal problems The samples and templates of proposals query letters cover letters and press kits will help you launch your proposed book idea in the media long before you find a publisher Use excerpts from your own book proposal s sample chapters as features fillers and columns for publications Share experiences in carefully researched and crafted book proposals and query or cover letters Use these templates and samples to get a handle on universal situations we all go through find alternatives use the results take charge of challenges and solve problems all in your organized and focused book proposals outlines treatments springboards and query or cover letters

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