

**First (Preferred Name) Last**  
email@bu.edu • (555) 123-4567

## **EDUCATION**

**Boston University;** Boston, MA Expected Sept. 20XX  
MS Art Administration  
**University of Oregon;** Eugene, OR April 20XX – June 20XX  
Bachelor of Arts in Popular Music Studies; Minor: Business Administration  
*Relevant Coursework:* Marketing, Management, General Business, Nonprofit Management and Financial Analysis

## **PROFESSIONAL EXPERIENCE**

**BU MET Art Administration Program** Sept. 20XX – Present  
*Technology Assistant* Boston, Massachusetts

- Assist professors and remote classes to facilitate a smooth teaching experience online
- Receive and answer email inquiries from professors during or after class to solve issues during classes
- Support MET IT to solve technology issues and offer solutions

**BU MET Art Administration Program, Broadway: Past and Future** Nov. 20XX  
*Office Assistant* Boston, Massachusetts

- Assisted program manager during event to organize and set up the event venue
- Supported the event staff by answering phone calls and organizing the office area to ensure a cleanliness venue
- Helped panelists prepare to answer general questions as moderator of event

**Barnes & Noble at Boston University** Dec. 20XX – Jan. 20XX  
*Book Seller/Cashier* Boston, Massachusetts

- Printed out online orders, picked up and packed orders with care for students
- Answered student questions about books of their courses and guided them to the right department for help
- Worked as a cashier in the bookstore to assist customer check out, return or further customer service

**BU Global Music Festival** Sept. 20XX  
*Volunteer* Boston, Massachusetts

- Assisted program manager during the Festival to organize and set up the outdoor event venue for over 1,000 attendees
- Guided audience to the workshop venue and answered general questions about the Festival

**Jazz Station** June 20XX – Mar. 20XX  
*Marketing Assistant* Eugene, Oregon

- Collaborated with Marketing Team supervisor to create semi-annual marketing survey for audiences
- Greeted and engaged concert attendees while providing and collecting hand-out surveys
- Received and collated survey information from 1,500 club members to inform improvements to the program
- Used Excel for data and marketing analytics to provide to the Marketing Team in order to develop future publicity and marketing programs

**Hult Center** June 20XX – Mar. 20XX  
*Volunteer* Eugene, Oregon

- Greeted and welcomed audiences using professional and interpersonal skills
- Assisted ushers to facility events, performances and activities

**Shanghai Municipal Investment Group** June 20XX – Mar. 20XX  
*Administrative Assistant* Shanghai, China

- Processed and revised supervisor's estate management documents
- Organized Excel spreadsheets to track the company's profits and losses
- Communicated with software contractor to build a billing system for the company