

Jeremiah Astin

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» Education

Brigham Young University Idaho, Rexburg, ID (Online)

BS Applied Technologies (Web Design, Web Development, Database), InProgress

Wright State University, Fairborn, OH

BS Marketing, 2010

Sinclair Community College, Dayton, OH

AS Business Administration, 2008

» Skills

- The Patron Edge (4 Years)
 - Tessitura (7 Years)
 - HTML/CSS/SQL (2 Years)
 - Adobe Creative Suite (2 Years)
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» Work Experience

Dayton Live/Victoria Theatre Association, Dayton, Ohio

Director of Ticketing, October 2016

- Oversee daily operations of the department
- Oversee annual season ticket renewal campaign
- Conduct quarterly reviews of employees
- Oversee financial goals and department budget
- Payroll management and scheduling

Dayton Live/Victoria Theatre Association, Dayton, Ohio

Senior Ticket Agent/Group Sales and Subscription Assistant, October 2011

- Manager on duty during performance shifts
- Conduct opening and closing cash reconciliations and reporting
- Provide highest level of customer service
- Assist in annual season ticket renewal campaign
- Assist Group Sales Manager in processing group sales orders
- Prepare and send out daily wraps/sales reports

Beavercreek Pizza Dive, Beavercreek, Ohio
Shift Manager, March 2011

- Customer service
- Nightly till balance and deposits
- Take phone orders, prepare orders, assure order accuracy, oversee deliveries

Dayton Live/Victoria Theatre Association, Dayton, Ohio
Ticket Agent, November 2010

- Customer service
- Process in-person, telephone, and internet ticket sales

Dayton Live/Victoria Theatre Association, Dayton, Ohio
Marketing Intern, January 2010

- Audience satisfaction surveys
- Creating marketing reports
- Writing and sending press releases
- Overseeing social media accounts

Kings Island, Mason, Ohio
Assistant Supervisor, April 2008

- Insure safety of guests
- Customer service
- Oversee ride crews
- Employee scheduling and payroll management

Regal Entertainment Group, Beavercreek, Ohio
Assistant Manager/Promotions Coordinator, November 2004

- Ordering marketing materials
- Planning film promotions
- Overseeing employees and customer service

» **Awards & Recognitions**

- Victoria Theatre Presidential Circle Award
- Phi Kappa Phi Honor Society Member
- Honorable mention DreamWorks *Madagascar* National Managers Marketing Contest
- 2004 Beavercreek Community 24hr Relay Challenge fund scholarship
- 2001 Eagle Scout Award, Boy Scouts of America

» **References Available Upon Request**