

# Kasper Kuzmicki

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## EDUCATION:

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**City College**, Harlem, NY  
Bachelor of Arts (Honors Degree)  
Major: Theatre Arts  
GPA: 3.9

May 2016

## WORK EXPERIENCE:

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**Radio City Music Hall** Manhattan, NY

Oct. 2017 – March 2019

*Tour Guide*

- Guided guests through assigned areas of building
- Delivered relevant information about the building and performance history
- Provided directions to other tourist spots and restaurants
- Consistently displayed a great, positive energy when dealing with customers and employers.

**Metropolitan Museum of Art** Manhattan, NY

Nov. 2016 – Sept. 2017

*Sales Associate*

- Maintained a cash register, ensuring that all cash, check, and credit card transactions are completed with efficiency.
- Answered telephone inquiries from both customers and employers.
- Maintained orderliness of floor merchandise so that customers can easily locate products.
- Escorted customers to products and answer all their questions.

**Theatre Communications Group (TCG)** Manhattan, NY

Jan. 2016 – May 2016

*Book Editing Intern*

- Formatted and proofread 10 plays within the assigned weekly deadlines.
- Compared manuscripts against one another to ensure that all errors were eliminated from the first version.
- Updated the company's online catalogue by adding up to more than 20 new book titles into the TCG website.

## SKILLS:

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- Proficient in Microsoft Word, PowerPoint, Excel, Access, and Outlook. Basic knowledge of HTML formatting.
- Collaborating, editing, proofreading, and researching.
- Superb written and oral communication skills.
- Fluent in Polish