

Chris Borst-Smith
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To Whom It May Concern:

First of all, I would like to say thank you for your interest in this letter. To introduce myself, my name is Chris Borst-Smith, and the reason I am writing this letter, is because I am looking to further expand my career.

I currently work within the subscription department at the Premiere Marquee Club for season concerts at the Gibson Amphitheatre and Greek Theatre in Los Angeles, Ca. I work as an assistant, and deal with customer sales, accounts and relations.

I am a recent graduate from Cal State University, Long Beach, and received a Bachelor's degree in International Studies. Although I am fairly new graduate, I am not the typical new graduate. My main area of concentration was in Western Europe, and that is where I got the chance to study abroad. I spent five months taking general education courses in London, England, and I also spent a month and a half taking Spanish classes in Madrid, Spain. Studying abroad opened my horizons and taught me to look "outside of the box".

Through my work and international education experiences I have developed strong, lasting relationships and the ability to adapt to unfamiliar situations easily. I have an outgoing personality, and have experience in many different work fields. My goal is to focus on a career path that involves public relations, marketing, or business management.

Through my education, work experiences, internships, dual-nationality, child sponsorship, and my love of sports I have gained knowledge of how to be a success in the business world, and I'm going put forth my very best effort. I would love to be informed of any input or inquiries.

Thank you for your time and consideration.

Sincerely,

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CHRISTOPHER J. BORST-SMITH

OBJECTIVE

Seeking an opportunity to join a team and advance my skills in a business environment on an international or domestic level. Committed to gain more knowledge and skills to provide a high quality of work and satisfaction within an employer.

SKILLS

Assistant to box managers and treasurers in venue box offices and subscription departments for the entertainment industry.

Experience gained with various computer-ticketing systems including Paciolan, Ticketmaster, and other systems.

Learned accounting balance procedures utilizing Excel for daily reconciliation of box office funds.

High standards achieved in customer service, interpersonal and social skills. Customer focused. Able to multi-task easily. Works well in a team environment or independently.

EDUCATION

September 2001 – May 2007

Cal State University Long Beach

Long Beach, California

Bachelor's Degree: International Studies

Area of Concentration: Western Europe

August 2004 – December 2004

London Imperial College

London, England

Courses:

- British Life and Culture
- Children's Literature
- Global Media

Internship: Ultra DJ Management Company, London, England

Oct 2004-Dec 2004

- Building of contracts
- Current record keeping of clients and DJs
- Promotion

July 2006 – August 2006

Universidad Complutense de Madrid

Madrid, Spain

Studied:

- Elemental Spanish Courses

WORK EXPERIENCE

Tom Petty and the Heartbreakers 30 Year Anniversary Tour 2006

Sept 2006 – October 2006

- Production Assistant
- Director of Ticketing for Band/Crew
- Prepared Backstage/Drive-On List

Gibson Amphitheatre/House of Blues Concerts Inc., Los Angeles, Ca

September 2004 – Present

- Box Office
- Pre sales/On-sales of concerts
- Premier Marquee Club Subscription Department
- Union Member of I.A.S.T.E. Local 857

The Greek Theatre, Los Angeles, Ca

Summer 2005 - Present

- Will Call
- Advance Ticket Sales
- Greek Theatre Sponsorship Staff Member (Dodge)

Timeshare Relief Inc., Torrance, CA

April 2005 – July 2005

- Phone Inquiries/Sales
- Appointment Setting
- Data Input

Pantages Theatre, Hollywood, Ca

September 2007 – Present

- Will Call
- Pre sales/On-sales of performances

Shrine Auditorium, Los Angeles, Ca

May 2006 – Present

- On-call cash sales

The Carpenter Performing Arts Center, Long Beach, Ca

September 2001 – May 2006

- Taking phone orders
- Advance Sales ticket window
- Processing Orders
- End of day reconciliation

Long Beach Arena and Performing Arts Center, Long Beach, Ca

Feb 2001 – March 2003

- Pre-Sale/On-Sales
- Will Call
- Phones
- End of Day Reconciliation

Freeman Decorating Company, Anaheim, Ca

Jan 2001 – Present

- Event setup for convention centers
- Construction of booths under deadline
- Delivering supplies

INTERESTS AND ACHIEVEMENTS

Principal's Honor Roll
Varsity Basketball High School, Team Captain
Support World Vision children sponsorship charity.
Dual nationality (American and British citizenship)
Sigma Phi Epsilon
Bally's Total Fitness
Surfing
Music

REFERENCES

Available upon request