

Kimarley J. Hall



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An adaptive and skilled worker with experience in various fields that include but are not limited to sales, administrative tasks, secretarial work, customer service, leading small groups, and maintenance. A diligent motivated employee with very strong interpersonal, organizational, and technical skills with a range of availability that excels in communicating not only with customers, but also with fellow employees to accomplish goals as a team as well as individually.

Objective: To work in a professional environment where I can bring enthusiasm, dedication, responsibility, and good work ethic to help the business achieve their daily goals.

Education:

[2008] Excelsior Preparatory High School, Springfield Blvd., NY
- High School Diploma (*National Honor Society*)

[2012] The New York City College of Technology, CUNY, Brooklyn, NY
- Associates in Applied Science Degree, Marketing Management/Sales

[2013 – Present] The New York City College of Technology, CUNY, Brooklyn, NY
- Bachelor of Technology in Entertainment Technology
Anticipated Graduation, Spring 2015

Experience:

[06/2011 – 09/2011] SummerStage New York, NY
- Show volunteer who served on site at the Central Park main stage location.
Assisting with show setup, selling tickets and crowd supervision.

[10/2011 – 05/2012] City Parks Foundation [ARTS & Cultural Programs] New York, NY
- The office intern who was responsible for project research, answering the phones, the preparation of financial documents, and several other office clerical duties such as filing, faxing, scanning and the shredding of miscellaneous things.

[10/2012] CMJ Music Marathon Festival, New York, NY
- Apart of the club patrol staff that served as the registrants/artists lounge host and patrolled the performing venues and media panels to ensure customer service throughout the five day festival.

[08/2013 - Present] Beekman Theatre, New York, NY
- Apart of the floor staff that serves as the theatres Usher.

Skills:

Office clerical work. Knowledge in business marketing and sales. Stage hands operations for theatricals and video productions. Operating digital mixing boards. Post production in sound. DAW and MIDI software. Proficient with most social media networking services. Proficient with most office desktop applications and multimedia software.