

Calvin Plunkett

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Education

University of Massachusetts Lowell / Bachelor of Arts in Digital Media

MAY 2024

LOWELL, MA

Experience

ArtsBoston / BosTix Booth Representative

2024 - PRESENT, BOSTON, MA

- Sold tickets through eTix and Ticketmaster to patrons in-person
- Followed up on questions from interested patrons over phone and email
- Explained event information and location directions to interested parties
- Ensured safe opening and closing booth procedures
- Helped with outreach at company table at local events
- Designed chalkboard layout and decoration to boost walk-up sales

Merrimack Repertory Theatre / Box Office Representative

2023 - PRESENT, LOWELL, MA

- Sold tickets and subscriptions through AudienceView to patrons both in person and virtually
- Communicated event information to patrons via in-person explanation and digital or written communications
- Served as a mediator for patron concerns
- Contributed accessibility feedback to colleagues
- Recorded sales and feedback for management reports
- Worked in a live, fast-paced environment

One Of Us Global Foundation / Social Impact Team Member

2023 - 2025, REMOTE

- Developed content plans for multi-account social media campaigns
 - Organized media in OneDrive, Google Drive, and Figma for colleague access
 - Organized schedules and referenced tools for meeting and production deadlines
 - Collaborated with colleagues on foundation development through social media
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Additional Skills

Google Suite, Microsoft Word & Excel, Adobe Premiere Pro & After Effects, avg. typing speed 90 WPM, Camera operation, HTML/CSS