

CHRISTOPHER NICHOLS
LAW SCHOOL ADMISSIONS

Location

: 3234 Figueroa Street, Los Angeles, California 90010 | **Email**
: upport@resumeedge.com

Telephone

: 305 555 5555 | **Mobile**
: 323 555 1212

PROFESSIONAL PROFILE

A professional seeking admission to law school. I have an extensive background in the execution and mediation of contractual obligations for various artists, as well as engaging in the duties of Public Policy for an international non-profit organization.

CAREER HIGHLIGHTS

Garden Arena, Taylor Evans Pavillion, Los Angeles, California,
Event Services Manager

2000 to Present

A 17,000 seat indoor arena with full convention facilities for award shows, premier concerts, major boxing events, and television productions.

RESPONSIBILITIES

- I was the sole researcher, developer, and coordinator of events.
- Managed the facility during events, scheduled the staff, prepared budgets, and disseminated advertising.
- Liaised with scheduled client vendors, artists, departments, and production companies; executed and mediated contractual obligations; and hired, trained, and managed an on-call staff of 300 employees.
- Investigated and responded to the concerns guests may have had as well as prepared, and implemented quality assurance measures.

MAYFAIR RESORTS, Los Angeles, California,

Entertainment & Box Office Manager

1998 to 2000

A 2,000 room hotel complex with full convention facilities, showrooms, a 700-seat theater, and a 6500-seat arena.

RESPONSIBILITIES

- Developed special events; booked weekly entertainment for two showrooms.
- Scheduled event staff, executed contractual obligations with artists and clients, communicated with departments that contributed to successful productions, and conducted guest relations.
- Supervised box office operations, including training and supervising staff, completing cash settlements and conducting summary reports and audits.
- Assisted the Director of Entertainment to generate correspondence, create new events, and complete budget reports and profit-and-loss analyses.

Cystic Fibrosis Foundation of California, Los Angeles, California,

Director of Special Events

1996 to 1998

A non-profit organization dedicated to finding a cure and control for a nation's most common & fatal disease.

RESPONSIBILITIES

- Organized, implemented, as well as evaluated special events and fund-raising activities, including reporting on event progress and budget management, and the recruitment and overseeing volunteer event committees.
- Secured underwriting support by presenting event plans to organizations and businesses.

International Headquarters, Transplant Recipients International, Washington, D.C,
Public Policy Liaison

1995 to 1996

An international, non-profit membership organization with the sole intention of improving the number of human transplant organs, including tissues, and bone marrow.

RESPONSIBILITIES

- Drafted all correspondence and testimonials for state, national, and local legislative initiatives, and coordinated letter-writing campaigns and constituent visits to Congress.
- Created monthly newsletters designed for a 5,000 readership count.
- Oversaw the daily operations, including [accounts payable](#), purchasing, and staff management.

EDUCATION & QUALIFICATIONS

University of the Pacific

Class of 1994

I attended the University of the Pacific in Eugene, [Oregon](#), where I pursued a Bachelor's Degree in Arts in Government & Politics. I graduated with the highest honors and made the dean's list.

CORE SKILLS

- Interpersonal and communication
- Leadership and managerial skills
- Customer relations
- Team-working and team building

LANGUAGES

English ? French ? German ? Chinese

HOBBIES & INTERESTS

Swimming ? Writing ? Drawing ? Video gaming ? Scuba diving

INDUSTRY REFERENCES

Mr. Christopher Reagan

Manager

Tel: 0161 334 7672 | Email: christopherreagan@gmail.com

Mr. Abraham Lincoln

Manager

Tel: 0236 625 7572 | Email: abrahamadams@gmail.com