

Devin Kerrigan

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207C Rutledge Avenue, Charleston, SC 29403 (603) 321-6125

EDUCATION

Bachelor of Arts: Arts Management Major (projected graduation of December 2011)

College of Charleston, Charleston, South Carolina

Academic Concentration: Arts Management, Pre-Law

Academic Course Highlights: Computer Applications, Law and Society, Accounting. Marketing Concepts, Financial Accounting, Management and Administrative skills, Financial Management. Emphasis on technical writing skills, critical and analytic thinking, proposals, and problem solving. Group projects, Deadline intensive.

Honors and Awards: Dean's List (School Year 2008-2009, 2010)

Cumulative GPA 3.0

Computer Skills: Proficient in Word, PowerPoint, Internet Research, Social Networks, Excel, Notepad C++, InDesign, Photoshop.

WORK EXPERIENCE

Valet/Bellman (May 2010 -Present)

Harborview Inn Charleston, SC

Customer service work with focus on hotel's renowned first class customer service. Managed customer needs, especially during arrival and departure to insure overall satisfaction with transition. Excelled at managing situational problems encountered regardless of personality or attitudes involved. Additionally, performed front desk duties resolved tour guide issues. Job performance rewarded with bonuses, many verbal complements, multiple hand written notes from guests, insuring future visits to employer, positive word of mouth customer base and enhancing reputation of a capable and knowledgeable staff.

Intern Jan 2011-May 2011)

All In Entertainment Charleston, SC

Strong communication skills utilized during contact with various bands, promotional outlets and colleagues. Ensured proper promotion of concerts through grass roots promotions. Office duties created an in-depth understanding into the financial and business operations of music industry. Exposure to contracts, riders, and show folders enhanced market understanding. Direct contact with, booking agents, and talent agents for musicians promoted smooth operations and excellent professional communication skills between parties.

Intern: Front Office/Stage Crew
(February 2007-June 2007)

Worcester Palladium Worcester, MA

Gained experience in marketing and managing large (2300 patrons) music events. Supervised front office ticket and booking center; responsible for promoting events, selling tickets, street team and assisting in band set up, maintenance, bar backing, security control. Exercised computer skills while entering ticket information into operating systems, used communication skills to sell concert tickets; courteously and efficiently handled and resolved questions and complaints often resulting in repeat and referral business.

ADDITIONAL WORK EXPERIENCE

Certified Lawn Technician (May 2007-August 2009)

Lawn Dawg, Litchfield, NH

Worked as a member of a team managing almost 3,000 lawns. Personally responsible for maintenance and up keep of over three hundred lawns in four different towns.. Noted for positive attitude, strong work ethic, high degree of maturity and attention to detail. Based on strong work ethic and number of lawn care program sales, was promoted from lawn technician in training to certified lawn technician.

Archivist (May-September 2006)

Hamblett & Kerrigan P.A., Nashua, NH

Reorganized numerous legal archives. Interacted with attorneys on daily basis sparking an interest in the law. Developed organization and time management skills. Executed computer skills through updating archives on computer. Exercised judgment daily on document maintenance and validity issues.

Intern: Child Development Teacher
(November 2006-February 2007)

Jewish Community Center, Worcester, MA

Exhibited dependability, responsibility, and creativity while organizing activities for children in grades 2-3 during after school program. Provided quality care ensuring safety and well-being of children. Also taught five to six year olds sports fundamentals promoting wellness and activity.

References available upon request.