

ROBERT SMITH

Docent

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeks to obtain a full-time teaching position at the secondary level in the subject of social studies for the academic year with the purpose of preparing students to become upstanding citizens in society.

CORE COMPETENCIES

Answering Phones, Customer Service, Cashier, Computer Savvy, Data Entry, Microsoft Office.

PROFESSIONAL EXPERIENCE

Docent

ABC Corporation - May 2015 – May 2015

Key Deliverables:

- Museum guide and educator at the College of Charleston.
- Greeted guests and provided information about the museum and the local community.
- Answered questions regarding specific museum specimens, the means of fossil preservation, and the curation process.
- Developed effective ways to communicate scientific ideas about geologic history and concepts to a non-scientific audience.
- Performed tasks to prepare for college-level geology laboratory courses.
- Graded homework and laboratory assignments, answered students questions, and lead exam review sessions.
- Communicated scientific concepts to non-scientific students and helped to maintain order and focus in a classroom setting.

Docent

Delta Corporation - 2014 – 2015

Key Deliverables:

- Greet patrons attending the exhibit Clean and maintain facilities Address patron concerns and answer questions.
- Lead tours and facilitates education of visitors on the history of the First Ladies featured in the rotating displays.
- Several times a year, I am required to learn new displays and the history surrounding them.
- NY Greeted patrons and provided tour of Aquarium.
- Answered questions as visitors toured the Octopus habitat and Touch Tank.
- Interpreted exhibits and the habitats; explaining exhibit animals and plants Shared an environmental message to the public that stressed the .
- Leading tours Encouraging conversation about contemporary art Promoting education in the arts.

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EDUCATION

- Bachelor of Arts in Environmental Geology - (College of Charleston - Charleston, SC)