

# ROBERT SMITH

## Docent

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Results-oriented, good team player with strong problem solving and time management skills seeking a position in an organization with a diverse population. Proficient in evaluating individuals and developing effective solutions for challenging behaviors.

## EXPERIENCE

### Docent

#### ABC Corporation - JULY 2005 - JULY 2012

- Act as greeter and tour guide for visitors of the park.
- Helped decorate for holidays and pack decorations away afterward.
- Researched and created accession reports for donated artifacts.
- Numbered artifacts and placed them in displays.
- Performed inventory and updated the inventory spreadsheet.
- Taught craft workshops and made display pieces for the museums.
- Trained volunteers and docents on how to lead tours around the park.

### Docent

#### Delta Corporation - 2003 - 2005

- Welcoming and Greeting Patrons, Offering Assistance, Directing and Advising Installing Exhibitions Maintaining and Cleaning Gallery.
- Manage daily opening and closing duties, including museum transactions Greet and assist all museum visitors Assist with special events (such as .
- Give guided tours of the museum.
- Cashier in sales department.
- Open and close the museum Greet visitors Answer questions.
- Give tours of the building Help with exhibit ideas Assist with putting together and taking .
- Provided guest information for the show and surrounding activities Led group and individual tours of the exhibition.

## EDUCATION

- Associate of Arts - (North Central Texas College - Gainesville, TX)

## SKILLS

Microsoft Word, Microsoft Excel, Calculator, Microsoft Office, Computer , Customer Service, Computer Literate, Public Speaking, Multitasking, Filing, Research, Data

Entry.