

Robert Smith

Docent

PERSONAL STATEMENT

Recognize as a detailed-oriented, highly organized, and self-motivated team player, offering progressive experience in salesperson position. Capable of completing a variety of projects with accuracy, and efficiency in a fast-paced environment.

WORK EXPERIENCE

Docent

ABC Corporation - April 2006 - April 2015

Responsibilities:

- Greeted visitors, archived museum material, managed sales, wrote newsletters, designed souvenir items, opened and closed the museum.
- Made monthly bank deposits on monies received for items purchased and donations.
- Kept record of all items sold.
- Made sure the museum was clean and exhibit in good condition.
- Educated the public about zoo animals and conservation efforts in order to foster interest in worldwide environmental concerns.
- Managed and organized all phases of sales operations Initiated a CRM for the sales team.
- Attended software classes, and brought best of it.

Docent

Delta Corporation - 2003 - 2006

Responsibilities:

- Educated the public about zoo animals and conservation efforts in order to foster interest in worldwide environmental concerns Aided zookeepers by .
- Managed and organized all phases of sales operations Initiated a CRM for the sales team Attended software classes in Europe and brought best .
- Provided aid and information to guests in a friendly and cheerful manner; led guided tours of various historic sites; hosted large tours for various .
- Festival of the Arts Sno-Cone booth volunteer 2007-09; face-painting volunteer 2009-10 The Redbud Classic volunteer 2008-10.
- SERVICE Gave tours explaining Japanese American history, focused on internment.
- Lead patrons on museum tours and provide detailed history on artwork & artists featured - Host museum events, such as large group tours and .
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CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Leadership, Oral/Written
Communication.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Associate Degree in Nursing in Nursing - 1986(Hocking College
Nelsonville, ohio - Nelsonville, OH)