

ROBERT SMITH

Docent

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

SUMMARY

A career-minded professional with a unique combination of business experience and skills who brings an opportunity to apply 20+ years of leadership and management experience to company objectives in a position where income is based on performance.

CORE COMPETENCIES

Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe After Effects, Microsoft Office, Maya.

PROFESSIONAL EXPERIENCE

Docent

ABC Corporation - 2014 – 2016

Key Deliverables:

- Guided middle and high school groups on tours of Arboretum and Botanical Gardens.
- Prepared lesson plans and materials for teaching students botany and aquatic biology.
- Taught and guided children in conducting scientific experiments and inquiries both in the lab and in the field.
- Taught plant identification and general botany.
- Conducting historical tours of the house, contracting rental agreements for weddings and special events, performing receptionist.
- Research permanent collection and craft involved and educating tours for the public.
- Researched artwork and prepared a guided tour designed to inform and encourage attendees to interact with and discuss the paintings.

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Delta Corporation - 2012 – 2014

Key Deliverables:

- Duties included Conducting historical tours of the house, contracting rental agreements for weddings and special events, performing receptionist/.
- Research permanent collection and craft involved and educating tours for the public.
- Researched artwork and prepared a guided tour designed to inform and encourage attendees to interact with and discuss the paintings Conducted tours .
- Give educational tours to school groups about natural history and science topics, host museum visitors and provide information about their visit, .
- Supporting the mission and strategic goals of the Blaffer Museum - Conducting tours and other educational programs for students, faculty, staff, and .

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- Guided visitors through the galleries and exhibits Provided information about the U.S.
- Civil Rights Movement.

EDUCATION

Bachelor of Science in Biological Sciences - (University of California - Riverside, CA)

