

# Robert Smith

## Docent

### PERSONAL STATEMENT

A detail-oriented professional employs a strong aptitude for decision-making. Excel at troubleshooting. Ability to learn new software in a short amount of time with high retention

### WORK EXPERIENCE

#### Docent

**ABC Corporation - February 2014 - May 2015**

##### Responsibilities:

- Led tours and provided information to museum visitors and guests.
- Facilitated and assisted in community engagement activities such as childrens arts and crafts.
- Networked with the local teaching community and promoted the museum as a space for object-based learning.
- Wrote news and events articles for the museum website.
- Assisted with website management including content management and communicating design changes to web developers.
- Designed 2-4 sets of posters and publicity materials per semester for student-led discussions and workshops.
- Disseminate advertising materials throughout the Seattle area.

#### Docent

**Delta Corporation - 2010 - 2014**

##### Responsibilities:

- Lead a diverse group of people around the Dana T.
- Thomas building Educated a diverse group on the sustainable practices.
- Act as observatory educator to provide hands on experiences that promote critical thinking in mathematics and science, train extensively on all .
- Give tours Provide customer service Technology Skills (word, excel, power point) Make flyers for advertisements Create and Update office blog.
- Guided large groups of people through the museum giving discernible information of a specific time period and region.
- Gained knowledge regarding permanent collections as well as new information about traveling exhibitions.
- Acquired conservation techniques to ensure the longevity of the structure of the house museum as well as the longevity of the museums collections.

### Education

Bachelor of Arts in Creative Writing - 2011(Hamilton College - Clinton, NY)

### CONTACT DETAILS

1737 Marshville Road,  
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### SKILLS

Graphic Design, Video Editing, Copy Editing, Copy Writing, UI Design, CMS.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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