

Robert Smith

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Docent

SUMMARY

Dedicated and accomplished professional with a broad background of sales and management experience in multiple career fields. Highly analytical and organized with a demonstrated ability to improve efficiency and effectiveness of programs.

SKILLS

Adobe InDesign, Adobe Photoshop, FileMaker Pro, Microsoft Office Suite, The Museum System, WordPress.

WORK EXPERIENCE

Docent

ABC Corporation - August 2007 - August 2011

- Opening and closing the gift shop and mansion.
- Giving tours and running the gift shop.
- Answering phone calls, taking messages, forwarding calls, or answering customer inquiries as appropriate.
- Advertising for events, including going out dressed in period costumes to discuss the house and/or upcoming events.
- Entering in transcriptions of old letters Compiling lists of previous fundraiser activities Family and historical research Other Applicable Experience.
- Volunteered as an exhibit guide and a Docent at the Seymour Center Long Marine Lab.
- Educated the public on the exhibits throughout the center and lead people on 40 minutes outside tours.

Docent

Delta Corporation - 2004 - 2007

- Educate and lead young children through the curriculum set forth by the museums educational staff.
- Welcome visitors to the museum and inform them of museum events and new exhibits available in the museum.
- Work with other docents and museum staff to observe and learn new jobs around the museum.
- Provide a positive image to the museum, that would make visitors return and/or become museum members.
- PROFESSIONAL RESPONSIBILITIES MUSEUM WORK Saint Louis Art Museum Docent 2004 - Present Conduct tours and educate K-12, college students, and the .
- Greet visitors, deliver tours.
- Escorted guests on guided tours of the Historic Society including the galleries, and architecture of the historical society Explained history and .

EDUCATION

B.A. in English - (Middle Tennessee State University)