

Robert Smith

Museum Docent

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

Organized meetings and planned special events and field trips. Knowledge of training and supervising large and small groups. Skilled in office work such as filing, data input, answering phones, and numerous computer programs. Practiced in using Microsoft word, Excel, Adobe, and Powerpoint.

WORK EXPERIENCE

Museum Docent

ABC Corporation - 2009 - 2011

Responsibilities:

- Led childrens birthday parties, girl/boy scout patch programs, adult tours and arts & crafts workshops, performed inventory and cashier in gift shop,.
- Gave tours to the public, explained the history of the Cold War, and the significance of the collection.
- Interacted with visitors and answered questions they had regarding the objects in the collection.
- Educated and engaged audiences with works of art Manage and provide coverage for outreach events Ensure the protection of all artworks.
- Welcomed guests and led tours through the Museum of the Misericordia while studying 6 months in Italy.
- Became skilled at answering questions and educating individuals about the extensive collection.
- Able to successfully communicate with varied groups of multilingual individuals.

Museum Docent

Delta Corporation - 2011 - 2013

Responsibilities:

- Assists with exhibition research and installation, administrative, and other tasks as required.
- Sets up and arranges tables, chairs, and related equipment for educational and public programs.
- Operates audio-video equipment.
- Opens and closes the Museum according to standard operating procedures.
- Handles front desk operations such as answering phones, controlling access to the building, coordinating security guards and welcoming visitors to the Museum.
- Communicates and interacts with museum security guards to ensure a welcoming and inclusive work environment.
- Updates job knowledge by participating in educational opportunities; reading professional publications.

SKILLS

Able to accept supervision, Able to speak comfortably before groups of people.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

License In Finance