ROBERT SMITH

Museum Volunteer

info@qwikresume.com | https://Qwikresume.com

Museum Volunteer is Answering Hillwood-related and general questions. Mansion on-station service (approximately 50% of your time), Providing directions to visitors, Answering specific questions about the mansion and objects in the collection, Reviewing audio tour use. Assisting security with the mansion coat room, when open.

MAY 2009 – JULY 2009

MUSEUM VOLUNTEER - ABC CORPORATION

- Reached out to teachers to organize school field trips.
- Purchased and coordinated supplies.
- Attended and participated in team meetings and other meetings as determined.
- Coordinated and facilitated Teaching Volunteer trainings.
- Assisted with interviewing and onboarding new volunteers.
- Assisted with the Teaching Volunteers’ online learning management system.
- Consulted with the National Center for Science Literacy, Education and Technology on resources for teachers and students related to science-focused Museum Halls.

2003 – 2009

MUSEUM VOLUNTEER - DELTA CORPORATION

- Butterflies Exhibit Guided visitors in exploring the garden to learn about the numerous species of butterflies and other insects housed there Cared .
- Front-line Customer Service in Various Museums on Site.
- Volunteered 8 hours a week.
- Duplicated and organized files detailing Frostburgs history.
- Performed a diverse range of administrative duties in the museum to ensure smooth workflow.
- Collected and stored newspaper articles containing vital information.
- Record the objects and artifacts information onto the Past and Perfect Software System Recognized on how to label the artifacts data onto museum .

EDUCATION

MS

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SKILLS

Coat Room, Security Planner.