

ROBERT SMITH

Lead Park Aide

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

SUMMARY

Assists other workers in activities concerned with restoration of buildings and other facilities or excavation and preservation of artifacts when stationed at historic.

CORE COMPETENCIES

Operating Skills, Critical Thinking.

PROFESSIONAL EXPERIENCE

Lead Park Aide

ABC Corporation - May 2008 – July 2011

Key Deliverables:

- Registered vehicles and visitors, collected fees issued parking use permits.
- Provided information pertaining to park use, safety requirements, and points of interest.
- Complied specified park-use statistics, kept records and prepared reports of the area activities.
- Greeted visitors at the park entrance and explained regulations.
- Assigned campground and recreational vehicle sites and collected fees.
- Posted signs to advertise campers of the changes in the park for fees and rules.
- Directed traffic and patrolled the area to prevent fires, vandalism, and theft.

Park Aide

ABC Corporation - 2003 – 2008

Key Deliverables:

- 95366 Ranger Terri Jensen 209-599-3810 / Chris Stokes 209-874-2304
Receiving, confirming and downloading from internet incoming reservation report, seven day availability reports, registering overnight, and day use visitors, enforcing park rules and regulations, doing park checks and close day use facilities..
- Accounting, preparing bank deposits.
- Zero out cash register, receipt accountability work sheet.
- (Quicken) inventory, map making, receiving telephone calls with follow up.
- Operated security system on office and maintenance shop.
- Maintaining state vehicle and assisted state rangers in park activities.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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Certificate in Business - (Central Washington Univeristy - Ellensburg, WA)

