

# Robert Smith

## Associate Tour Guide

### PERSONAL STATEMENT

4 years of experience as an Associate Tour Guide. Looking for a position with a fast-paced company with the potential for growth and knowledge.

### WORK EXPERIENCE

#### **Associate Tour Guide**

**ABC Corporation - 2013 - 2014**

##### *Responsibilities:*

- Responsible for safety and well-being of groups consisting of 25-30 people containing families and persons of all ages.
- Facilitated educational and informative tours to inform customers about the rich history that shaped the city.
- Monitored visitors activities to ensure compliance with establishment and tour regulations and safety practices.
- Researched various topics, including site history, environmental conditions, and clients skills and abilities to plan appropriate expeditions, instruction, and commentary.
- Integrated electrical and mechanical systems to produce the desired function.
- Talking to others to convey information effectively, such as meeting, due dates, and time-sensitive information.
- Creates and maintains positive emotional states through the course of each day for clients.

#### **Tour Guide**

**So Diego Tours Inc - 2010 - 2013**

##### *Responsibilities:*

- Providing an entertaining and informative experience for the guests.
- Daily communication and coordination with the participating restaurants on guest numbers, arrival and departure, if there are any specific needs.
- Ensuring that the group stays on the restaurant schedule and time management.
- Maintain an open line of communication in case of the schedule change.
- Works well without supervision, able to make management decisions when the supervisor is absent.
- Knowledge of San Diego history, specifically Old Town and the Gaslamp Quarter.
- Able to manage/guide small and large groups of people.

### Education

Bachelor of Science in Mechanical Engineering - (Colorado State University - Fort Collins, CO)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Schedule Management,  
Word Processing, Conflict  
Resolution, Hard  
Working, Type 36 WPM,  
MS Office, Team Player.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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