

# Robert Smith

## Lead Tour Guide

### PERSONAL STATEMENT

Highly qualified Tour Guide with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment in which your company prides itself.

### WORK EXPERIENCE

#### Lead Tour Guide

**BIG BUS MIAMI - January 2015 - May 2019**

##### Responsibilities:

- Describe tour points of interest to group members, and respond to questions.
- Escort individuals or groups on cruises, sightseeing tours, or through places of interest such as industrial establishments, public buildings, and art galleries.
- Monitor visitors activities to ensure compliance with establishment or tour regulations and safety practices.
- Provide directions and other pertinent information to visitors.
- Greet and register visitors, and issue any required identification badges or safety devices.
- Distribute brochures, show audiovisual presentations, and explain establishment processes and operations at tour sites.
- Research various topics, including site history, environmental conditions, and clients skills and abilities to plan appropriate expeditions, instruction, and commentary.

#### Tour Guide

**ABC Corporation - 2014 - 2015**

##### Responsibilities:

- Presented information to tourists about the Flaming Gorge Dam.
- Answered questions from the general public Visitor Center Clerk.
- Gave free information to individuals that were new to the area.
- Took inventory and stocked shelves.
- Ran a cash register.
- Counted and organized money.
- Opened and closed the visitor center.

### Education

High School Diploma - 2009(Miami Senior High School)

### CONTACT DETAILS

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

### SKILLS

Powerpoint,  
Photography, Photoshop,  
Communications,  
Indesign, Illustrator,  
Microsoft Office.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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

# Tour Guide Sample Resumes

**Richard J Wallace**



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