



# Marta Brown, Tour Guide

LOS ANGELES, CA 90291, UNITED STATES --  
email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

## LINKS

[Resume Builder](#)

[Resume Templates](#)

## SKILLS

Health and Safety

Climbing

Rafting

Leadership

Communication Skills

Initiative and  
Problem-solving Abilities

Effective Time  
Management

Social perceptiveness

Conflict management

## LANGUAGES

English

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German

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French

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Italian

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## HOBBIES

## PROFILE

*A highly determined Tour Guide with natural communicating skills and able to offer an engaging and informative tour to her customers. A flair for public speaking along with good memory retention of facts and figures. Has an infectious sense of humor and is an expert at quick thinking. Offers tourists with a unique, memorable experience that urges them to participate in what is going on around them. Learned how to lead visitors through sites of historical and cultural interest. A true professional, with a genuine passion for what guest satisfaction.*

## EMPLOYMENT HISTORY

### Tour Guide, African Travel Corporation

Jan 2018 — Nov 2020, Nairobi

*Awarded Tour Guide of the Year award for scoring 99% in the client satisfaction survey. Organizing reservations for over 300 guests while overseeing ticket distributions and managing customer relations and sales of tickets.*

- Learning and remembering information given by a script.
- Providing a history of attractions and giving fascinating talks to international and local tourists.
- Working with all staff to prepare Tour material.
- Greeting and welcoming Tour groups when they arrive.
- Making sure that tourists are not left alone at any time.
- Registration of visitors and issuing the required identification badges or safety devices.
- Pitching to people in a professional and diplomatic way.
- Explaining and enforcing safety rules that guests are required to follow while on tour.
- Supervising visitor activities ensuring compliance with Tour protocols and safety procedures.
- Executing clerical duties, including typing, filing, and sending mail and messages.

### Tour Guide, Afriki Travel

Jan 2016 — Dec 2017, Johannesburg

*Facilitating 3 to 5 tours daily throughout the [insert company name] Global Headquarters with an audience of around 350 people. Preparing and processing more than 12,000 guests monthly.*

*Delivering seven hours a day, reaching 26,000 guests and generating \$260,000 of yearly income.*

- Performing safety activities, including directing emergency evacuations and having an efficient knowledge of the company's first aid policy.
- Providing sufficient knowledge regarding destinations for tourists and vacationers.
- Providing info in layman's terms to ensure visitors surpass their expectations.
- Making sure all opportunities are taken to sell merchandise and opportunities for photos.
- Greeting visitors and providing detailed information about specific historical information, artifacts, exhibits, and functions.
- Conducting dedicated walking tours of the Museum complex.
- Assisting behind the Information Desk by promoting the museum and its services, being the liaison between museum, public, and with telephonic and email correspondence.

## **Tour Guide, Pin Travel**

Jan 2014 — Dec 2015, Penco

Surfing, Canoeing,  
Running

*Delivering seven hours a day, reaching 26,000 guests and generating \$260,000 of yearly income.*

- Providing directions to various local destinations, options for mass transit, and places to eat.
- Guiding guests through the exhibits creating smooth traffic flow.
- Guaranteeing the safety of the public while on tour or in specified exhibits.
- Delivering facts and historical information about artifacts and museum equipment, answer questions, and point out interesting features.
- Resolving problems with diplomacy and reporting problems to the supervisor as needed.

## **EDUCATION**

### **Pennsylvania State University, Bachelor of Arts, Communications**

Jan 2018 — Nov 2020, Philipsburg

- GPA: 3.6

### **California College of the Arts, Associate of Arts Degree**

Jan 2016 — Jan 2018, Oakland

### **Chaplin School of Hospitality & Tourism Management, Travel and Tourism Management (Certificate Program)**

Jan 2015 — Jun 2015, Buffalo

## **COURSES**

### **Spanish and French, Orlando Language School, Orlando, FL**

Nov 2020 — Nov 2020