

MARTA BROWN

Tour Guide

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

email@email.com

Place of birth *San Antonio* Driving license *Full*

LINKS

[Resume Builder](#), [Resume Templates](#)

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

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** Jan 2018 — Nov 2020
Philipsburg
Bachelor of Arts, Communications

- GPA: 3.6

❖ **California College of the Arts** Jan 2016 — Jan 2018
Oakland
Associate of Arts Degree

❖ **Chaplin School of Hospitality & Tourism Management** Jan 2015 — Jun 2015
Buffalo
Travel and Tourism Management (Certificate Program)

SKILLS

Health and Safety	Initiative and Problem-solving Abilities
Climbing	Effective Time Management
Rafting	Social perceptiveness
Leadership	Conflict management
Communication Skills	

LANGUAGES

English <i>Native speaker</i>	French <i>Native speaker</i>
German <i>Very good command</i>	Italian <i>Working knowledge</i>

HOBBIES

Surfing, Canoeing, Running

COURSES

❖ **Spanish and French** Nov 2020 — Nov 2020
Orlando Language School, Orlando, FL