

Isabelle Todd

Passionate Tour Guide

✉ johnsmith@email.com 📍 San Francisco, CA

SUMMARY

Passionate and knowledgeable Tour Guide with 3 years of experience conducting Public, Private and Educational Tours of Oracle Ballpark. Skilled in delivering excellent customer service, engaging diverse audiences, and providing favorable experiences for all visitors and guests.

EXPERIENCE

Part-time Ballpark Tour Guide

Ongoing

San Francisco Giants

San Francisco, CA

Conducted Public, Private, and Educational Tours of Oracle Ballpark. Learned and delivered facts, history and figures of all tour offerings. Entertained and engaged a wide variety of audiences, resulting in favorable experiences for all visitors and guests.

- Played a key role in the execution of the Tours Program operationally.
- Delivered excellent customer service and represented Oracle Park year-round.
- Conducted Public, Private, and Educational Tours of Oracle Ballpark.
- Entertained and engaged a wide variety of audiences.
- Learned and delivered facts, history and figures of all tour offerings.

Museum Tour Guide

Date period

San Francisco Museum of Modern Art

San Francisco, CA

Conducted Public and Private Tours of the museum's exhibitions. Delivered engaging and informative tours resulting in high visitor satisfaction rates. Developed and delivered specialized tours for school groups, resulting in increased bookings and positive feedback from educators.

- Conducted Public and Private Tours of the museum's exhibitions.
- Delivered engaging and informative tours resulting in high visitor satisfaction rates.
- Developed and delivered specialized tours for school groups.
- Increased bookings and received positive feedback from educators.

Tour Guide

Date period

Wine Country Adventures

Napa Valley, CA

Conducted daily tours of Napa and Sonoma Valley wineries. Provided excellent customer service, resulting in high customer satisfaction ratings. Developed relationships with winery staff, resulting in exclusive access to certain vineyards and events.

- Conducted daily tours of Napa and Sonoma Valley wineries.
- Provided excellent customer service, resulting in high customer satisfaction ratings.
- Developed relationships with winery staff.
- Obtained exclusive access to certain vineyards and events.



STRENGTHS

✍ Expert storyteller

Engaged tour groups by crafting engaging narratives and personal anecdotes, resulting in a 98% satisfaction rate.

💡 Strong leadership

Led groups of up to 50 visitors, managing schedules and ensuring a positive guest experience.

⚡ Excellent communication

Provided exceptional customer service to diverse audiences from all over the world, resulting in 100% positive reviews.

SKILLS

Customer service •
Public speaking •
Event coordination •
Team management •
Time management

ACHIEVEMENTS

♥ Developing Educational Tours

Created educational tours for school groups, providing an engaging and informative experience for students.

☆ Leading Large Tours

Successfully led tours of up to 50 guests while maintaining a high level of customer service and guest satisfaction.

Reference Guide For Resume

joseph mercer



Reference Guide For Resume:

The Ferguson Guide to Resumes and Job Hunting Skills Maurene J. Hinds, 2005 Presents a guide to preparing a resume and conducting a job search including information on looking beyond classified ads creating a resume writing cover letters and interviewing for positions

The Complete Idiot's Guide to the Perfect Resume Susan Ireland, 2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience

Getting Hired Frances R. Schmidt, 2012-01-03 Looking for a job is hard work it can be a difficult and frustrating process especially if you're a college student trying to juggle academics and other responsibilities In *Getting Hired* author Frances R Schmidt offers a quick and easy job search handbook for graduates and soon to be graduates that presents a five step approach for getting hired during difficult economic times *Getting Hired* helps college graduates successfully get hired by encouraging motivating and teaching them how to focus on the employers needs in any economic circumstances It covers the nuts and bolts of the entire hiring process including handling job search stress realizing the importance of networking marketing one's qualifications preparing a resume and writing a cover letter getting results from the portfolio learning the art of interviewing Schmidt an experienced career counselor shows how graduates can and will get hired if they distill the job search process down step by step to achieve employment career success in any job situation Learn how to successfully market yourself in order to make a smooth transition from college to career Praise for *Getting Hired* The text is comprehensive and offers clear and concise messages important to job seekers Dr Timothy Gallineau Interim Chair and Faculty Higher Education Administration Department Buffalo State College Buffalo New York

The Smart Résumé Book Cyrus Anthony Weston, 2012-10

Australian Resumes For Dummies Amanda McCarthy, 2012-03-08 Created especially for the Australian customer Packed with tips on creating and distributing your resume in today's new job search environment Whether you're entering the job market for the first time changing jobs or changing careers *Australian Resumes For Dummies* shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding With a wealth of sample resumes help with selection criteria and job search tips this resource will help you stand out from the crowd Discover how to Master the basics Format your resume for cyberspace Create a killer cover letter Tailor your resume to companies and jobs Secure employment overseas Decipher and address government selection criteria

Top Secret Tips: How to Crush Federal Resumes Joseph Mercer, 2020-03-15

The Procrastinator's Guide to the Job Hunt Lorelei Lanum, 2004-06-01 Lorelei Lanum leads you gently through all the necessary steps from sending out the perfect resume to handling the inevitable rejections and offers that come your way to find yourself not just a job but the right job Whether you just graduated college lost a job or decided to find a better one you know that finding a job is a job in itself and there's no time to waste With so much to get done and so many dead ends to face your worst enemy even in a tough economy is your own procrastination By following the simple step by step process outlined here

you'll be able to get off that couch increase your confidence find the job you want and start collecting those paychecks With this guide learn how to Plan ahead for a stress free job search Get yourself started Perfect your resume Scope out hidden opportunities Impress your interviewer **The Smart Woman's Guide to Resumes and Job Hunting** Julie Adair King, Betsy Sheldon, 1997 Master the job search game whether you're climbing the corporate ladder switching careers or re-entering the workforce after years at home This latest edition gathers the most up to date information tips secrets and advice on resume writing job seeking interviewing and salary negotiations and features updated sample resumes Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do you make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job Emily Post's Business Etiquette Lizzie Post, Daniel Post Senning, 2025-05-20 This completely updated edition of Emily Post's essential guide to business etiquette has been fully refreshed with comprehensive advice on everything professionals and jobseekers need to know about how to succeed in the business world today No matter the industry or the position business is built on relationships and at the heart of all good relationships is good etiquette Understanding good business etiquette skills and how to apply them to your job and your professional relationships is key to building a successful career Work environments and the relationships we experience in them are complex It's important to know how to identify what type of environment and relationships you're in and how to manage and adjust your behavior accordingly Emily Post's Business Etiquette includes thoughtful guidance for all workplace scenarios with sample language examples and exercises charts and key takeaways from every chapter Professionals jobseekers and new hires through those in the C suite are given the dos and don'ts of traditional workplace etiquette from knowing when to send a thank you note to successfully navigating a business meal along with modern advice addressing common post pandemic concerns such as video conferencing norms workflow management and communication tools for remote work Some topics you'll find in Emily Post's

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Dynamic Communication for Engineers Richard H. McCuen,Peggy A. Johnson,Cynthia Davis,1993-01-01 Communications skills are essential to all professional practices but often it is a skill for which most engineers are least prepared The authors provide a hands on approach on communicating more effectively in the workplace This comprehensive guidebook tailors instructions to the special needs of engineers as real world examples illustrate a variety of communication situations Topics include procrastination technical writing style communicating technical data and statistics ethical considerations technical reports oral communication graphics and visual aids business correspondence r sum s job interviews and nonverbal communication Undergraduate and graduate students as well as professionals just entering the work force will find this book an easy to read and concise handbook for mastering the fundamentals of professional and technical communication **Artist Entrepreneurship for Life** Diane R. Scott,2024-12-27 Holistically addressing the documented needs of practicing artists this book applies contemporary business management principles to the unique circumstances of people who make their living through creative expression Artists looking to forge a career have had to turn to either entrepreneurship resources or professional practice tools specific to a discipline such as studio arts or theatre but the business school entrepreneurial approach conflicts with the way artists make work and the unique structures of the artist environment while the professional practice focus neglects the necessary business theory and the wide range of ways artists

create viable careers For the first time this book provides a comprehensive theoretical and practical foundation for understanding how artists create practices that endure Employing a strategic management framework the book spells out prevailing business strategies in marketing finance human resources and the legal environment from an arts specific and artist friendly point of view In a world of perpetually changing communication distribution and technology it also offers a lasting framework and understanding of the broader arts economy while highlighting contemporary tools and tactics to implement the theories in individual practices Practicing artists and students preparing for a career in any of the arts disciplines will welcome the artist s perspective and the many examples from the lives of working artists in a variety of endeavors while instructors in arts management administration and entrepreneurship will appreciate this comprehensive text with research based pedagogy addressing their needs **Marketing Information Guide** ,1968 *Signal* ,2006 *The Statesman's Year-Book* Mortimer Epstein,2016-12-27 The classic reference work that provides annually updated information on the countries of the world

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