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## Adventure Tour Leader Resume

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### Job Objective

Self-motivated Adventure Tour Leader seeking position with growing firm in which to put my excellent communications and Adventure Tour Leadership skills to work for company.

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### Summary of Qualifications:

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- Outstanding knowledge of how to conduct a special event for large groups of participants and spectators
  - Deep knowledge of first aid practices and techniques
  - Exceptional hiking, skiing, canoeing, horseback riding and white water rafting
  - Ability to work flexible schedules including weekends and holidays
  - Ability to write policies, procedures, and practice guidelines for the Tour program
  - Ability to supervise multidisciplinary staff assigned to the program
  - Superior vocal communication, hearing, and visual acuity
  - Excellent customer service, organizational and time management skills
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### Work Experience:

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Adventure Tour Leader, August 2005 – Present  
Appalachian Mountain Club, Los Angeles, CA

- Handled phone inquiries, set up tours (including pre-arranged accommodation, food, and transport).
  - Trained tour members about techniques for activity.
  - Researched and shared information on indigenous cultures.
  - Maintained written reports of daily activities and performed other administrative work.
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### Education:

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Bachelor's Degree In Recreation Administration, Mary Baldwin College, Staunton, VA

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