

caterlterri1123@gmail.com

318-758-0802

Harrisonburg, LA 71340

Skills

- Special needs clients
- Tour development
- Tourism Management
- Transportation and travel

Education And Training

08/1982

Bachelor Of Science:

Agriculture

Louisiana Tech University

Ruston, LA

Terri Cater

Summary

Articulate and engaging professional experienced in running fun, informative tours. Smoothly accomplishes tour goals and manages unplanned questions or situations. Expert in maintaining group schedules and strong safety standards. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

Experience

Frogmore Plantation - Tour Guide

Frogmore, LA

01/2022 - Current

- Provided detailed information to tourists about local attractions and points of interest.
- Ensured visitors had an enjoyable experience by providing interesting facts and stories related to tour sites.
- Managed bookings, reservations and payments for tours.
- Displayed strong public speaking and communication skills to facilitate high quality guest tours.

Womack And Son's Contruction - Office Manager

Harrisonburg, LA

01/2019 - 12/2021

- Supervised staff members, organized schedules and delegated tasks.
- Assisted with the preparation of budgets, forecasts and financial statements.
- Processed payroll accurately ensuring all employees were paid on time.
- Managed front desk operations including greeting visitors, answering questions or directing them to appropriate personnel.

Magnolia State Mortgage - Mortgage Loan Officer

Alexander, LA

06/2008 - 11/2019

- Assessed customer financial status and credit worthiness to determine eligibility for mortgage loans.
- Processed new loan applications in accordance with established guidelines.
- Maintained current knowledge of secondary market trends, government programs and other available financing sources.

Hobbies

Enjoy kayaking, fishing, playing tennis and golf. Love Music and outdoor concerts. Captain of Mardi Gras krewe and enjoy meeting new people.