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Experience:

Almaco Tours – Playas del Coco, Costa Rica

08/04-present

Owner/Operator

- Own and operate a profitable charter boat business that offers scuba diving and instruction, snorkel tours, and gourmet beach barbeques to a high end market
- Act as tour operator and guide, having trained over 100 people in various levels of diving and guided over 1000 people within the Gulf of Papagayo; also serving as a guide for private vessels visiting Coco's Island National Park
- Create and execute marketing plans, including the creation of brochures, websites, and other promotional tools to help build client base (saw this client base increase three-fold in less than one year)
- Handle logistics of supplies, guides, and freelance services for private luxury yachts in the area, as well as film crews from the BBC, Animal Planet, and Standoff Studios
- Recruit, train, and supervise staff
- Coordinate and supervise importation, transportation, reconstruction, repairs, and routine maintenance of boats, including the ordering of supplies and spare parts
- Act as a liaison between local workers/suppliers and foreign investors and clients

Peninsula Papagayo – Guanacaste, Costa Rica

02/08-01/10

Discovery Programs Manager/Tour Guide

- Helped create and develop different programs offered to Peninsula members and guests, including land and water activities
- Designed more than eight different manuals covering standards and procedures for various activities
- Acted as a liaison between different departments by coordinating their efforts
- Managed inventory of supplies, as well as acquisition, repairs, and maintenance of equipment
- Recruited, trained, and supervised staff
- Acted as tour guide and instructor, guiding people by canoe, standup paddleboard, surfboard and/or boat within the Gulf of Papagayo, informing them about the area and it's resources and educating them about it's wildlife
- Provided logistical support and guide services (including scuba diving) to private boats docking in the marina
- Received all guests visiting the Prieta Beach Club, giving them information about what Peninsula Papagayo can offer them

Undersea Hunter – Isla del Coco, Puntarenas, Costa Rica

1/02-4/04

Dive Guide, Technical Dive Instructor, Videographer

- Coordinated activities for groups of 20-plus divers, including the organization of boat tours, dive plans, and the allotment of equipment and supplies
- Provided intensive customer service to live-aboard clients; activity briefings, educational seminars, instructional sessions regarding equipment, and assistance with technical dive gear and photography/videography units
- Managed boat and dive safety and evaluated weather and dive conditions
- Performed routine maintenance on boat and dive equipment, provided logistical support for moving boats in and out of water
- Acted as underwater supervisor and guide
- Acted as technical dive instructor and equipment specialist, training over 300 people in various levels of diving (including Nitrox, Gas Blender, and Rebreathers) and guiding several thousand people within Cocos Island National Park
- Worked as an underwater videographer; created, produced, edited and sold approximately 250 custom videos to clients

Diving Safaris/Hotel Ocotol - Playas del Coco, Costa Rica

10/99-12/01

Dive Instructor/Administrative Assistant

- Taught, certified, supervised and guided students and certified divers of many levels in diverse ocean conditions
- Handled dive and course logistics, including lesson plans and equipment needs
- Coordinated dive activities, including directing staff, organizing boat departures, and stocking supplies
- Briefed potential customers on our services and convinced people to do business with us
- Assisted with boat maintenance, repair, and reconstruction

Professional Titles:

Technical Diving International: Instructor Trainer from basic through professional/technical levels, including First Aid and CPR

PADI: Open Water Scuba Instructor with specialty ratings

Marina Mercante Nacional de Panama: Yacht Captain license for boats up to 500 tons

Other:

- Microsoft Word, Excel, Powerpoint, and Outlook, Proficient in Macintosh and software applications, Final Cut Pro
- Fluent in English, Spanish, and Italian

REFERENCES AVAILABLE UPON REQUEST