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## **ABOUT ME:**

- I'm proficient in: Microsoft Word, Excel, PowerPoint, Photoshop, Adobe Illustrator, ADP, ASTA and Apollo.
- I hold certificates in PC Repair, Network Technician, as well as Computer Certified Technician Preparation.
- I have 6 years experience in receptionist and veterinary clinic assistant duties, pet boarding and kennel care as well as retail sales.
- *I work well with others and consider myself a team player.*
- I'm eager to learn and excel.
- *I'm willing to go the extra mile to obtain success.*
- Prior to the COVID-19 outbreak, I was enrolled at Georgia Northwestern Technical College pursuing a Networking Specialist Degree. I plan on finishing that degree, as I only have one semester left.

## **EDUCATION:**

## Georgia Northwestern Technical College

Rome, GA Internet Technology Network Specialist degree 2016 - 2020

## Georgia Northwestern Technical College

Rome, GA Certified Technician Preparation, PC Repair 2014 - 2016 Network Technician Certificate earned in 2016

## Pepperell High School

Lindale, GA High School Graduate 2010 - 2014

## Floyd County Schools College & Career Academy

Lindale, GA Graphic and Web Design 2011 - 2014

#### **EMPLOYMENT HISTORY:**

#### Green Dog Dental & Wellness Venice, CA

Veterinary Technician/Advanced Procedure Technician

March 2023 – May 2023

I most recently held a position at Green Dog Dental & Wellness. During my time there I worked as a Veterinary Technician and was also training as an Advanced Procedure Technician. Green Dog specializes in dentistry work of both dogs and cats, so I am familiar with some of the technicalities and procedures regarding dental surgeries and cleanings. While they specialize in dentistry work, they are also a full wellness hospital, so other surgeries such as mass removals, wound suturing, etc. were performed as well. My role as an AP Tech was to monitor the patient's vital signs (blood pressure, BPM, Spo2, etc.) and administer any subcutaneous, intravenous and/or intramuscular drugs the patient may need during sedation. As a Vet Tech, my roles included assisting the vet during exams, restraining patients for various procedures, checking weight, temp, pulse and resp, running SNAP 4 DX tests, combo tests and operating the centrifuge machine. I would also perform cephalic blood draws and nail trims, draw up and administer vaccines and medicines, (subcutaneous, intravenous and/or intramuscular), and collect specimens.

I enjoyed working at Green Dog Dental & Wellness as it was a great place to work, learn and expand my skills. Unfortunately, in May I received a phone call saying that due to clinic orientation changes and my status as the most recent hire, I was no longer needed for my current position.

## VIP Pet Care Calhoun, GA

*Clinic Assistant* April 2021 – Feb 2022

At VIP Pet Care I worked as a clinic assistant. These locations were not full service clinics, meaning that they could do anything that didn't require sedation or surgery, or anything that wasn't considered an emergency. The technical aspect of this position was very similar to a traditional Vet Tech role. I would assist the vet during exams, restrain patients, check weight and temp, run SNAP 4 DX tests, combo tests and operate the centrifuge machine. I would draw up vaccines and medicines, collect specimens, complete clinic sales purchases, write up prescription labels and educate clients on instructions of any medications. Our vets were contract vets and therefore a vet wasn't always on site, and I would be the only person in the office. On those days I was responsible for answering customers' questions via phone and in person, conducting general office tasks, the opening and closing of the clinic as well as making sure everything was clean and ready for patients. I conducted product counts weekly and ran inventory reports monthly.

On February 22, 2022, we were told that due to the nationwide veterinarian shortage our location was not able to obtain a full time vet and thus, the clinic would be closing temporarily. Since management couldn't give a specific date of reopening, I decided it would be best for me to seek employment elsewhere.

#### West Rome Animal Clinic Rome, GA

Kennel Technician Jan 2019 – Nov 2020

In addition to attending school part time, I worked a full time position at West Rome Animal Clinic. My responsibilities there included corresponding with the pet parents upfront and at discharge, caring for the pets during their stay, the overseeing of the hospitalized patients and taking care of the boarding room and kennels. I very much enjoyed my time there and was devastated when I was laid off due to a corporate merger that took place in December 2020.

## Dippity Do-Da Dogs Rome, GA

Front Desk/Kennel Technician/Overseeing the Boarding Department Aug 2016 – Jan 2019

For 3 years I worked a full time position at Dippity Do-Da Dogs in Rome, GA. I had several roles there which mainly included attending to the doggy daycare and making sure the kennels were clean and ready for the dogs at the end of each day. I also helped with bathing and grooming the dogs. In addition, I helped with overseeing the front desk, answering calls and checking in clients. I handled the production of flyers, coupon booklets, gift certificates and the like.