**Veterinary Assistant Resume Sample 1**

**Rebecca Johnson**  
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**A. Summary**

From an early childhood, I have had a strong passion for animals. I have had the pleasure of working with several prestigious veterinary clinics all across the United States. I’m experienced in a wide range of tasks including the preparation of vaccine doses, basic receptionist duties, and assisting with surgeries. I am looking for a job where I can practice my veterniary skills. I look forward to the opportunity of continuing my professional development at your animal hospital.

**B. Working Experience**

**March/2016 - Present - Heart of Florida Animal Hospital, Titusville, Florida**

**Responsibilities:**

* Train new hires and ensure they follow established filing guidelines
* Assist the veterinarian with routine surgical procedures
* Call customers to update them on their pet’s treatment status
* Prepare surgical areas and change out equipment when needed

**Achievements:**

* Developed a new electronic filing system that reduced office clutter
* Helped facilitate an adoption drive with the local ASPCA
* Promoted a new flea and tick prevention product that we started carrying successfully

**April/2014 - March/2016 - Kirkland Animal Hospital and Pet Resort, Orlando, Florida**

**Responsibilities:**

* Assist the dog groomer with various tasks
* Basic receptionist duties including answering the telephone and processing paperwork
* Process payments and invoices for customers
* Ensure that the cash register is balanced before and after each shift

**Achievements:**

* Perfect attendance for an entire year
* Achieved a 92 percent guest satisfaction rate
* Nominated as one of the top pet clinics in the area

**January/2011 - April/2014 - ASPCA of Lake Worth, Lake Worth, Florida**

**Responsibilities:**

* Conduct meet and greet events for various animals
* Answer a variety of common pet ownership questions for potential adopters
* Process adoption paperwork and ensure everything is filled out correctly
* Assist with routine animal surgeries like spaying and neutering

**Achievements:**

* Achieved the highest adoption rating for the county
* Designed and implemented an adoption awareness campaign
* Successfully transitioned to a paperless billing system

**C. Education and Academic Training**

AA in Applied Sciences, University of Central Florida, Orlando, Florida, 2006  
High School Diploma, Harrisburg High School, Harrisburg, Florida, 2002

**D. Job Related Skills**

* Familiar with routine surgical procedures
* Trained in basic dog and cat dental care
* Animal lover
* Receptionist skills
* Strong communication skills

**E. General Skills**

* Experienced Microsoft Office power user
* High level of multitasking capability
* Excellent customer service skills and a pleasant demeanor