**Veterinary Assistant Resume Sample 2**

**Delores Finkman**  
4749 Trolley Hill Road, Silver Lake, Illinois 28154  
*DeloresJFinkman@email.com*  
619-522-1599

**A. Summary**

I decided to start my veterinary assistant career almost 15 years ago. During that time, I have worked with a wide range of animal hospitals and pet resorts, both big and small. The one thing all of them have in common is a commitment to ensuring that pets are treated with as much care and compassion as possible, which is a desire I share as well. I look forward to the opportunities for advancement and long-term growth that your animal clinic has to offer. I would love to develop my skills and help you develop your business at the same time.

**B. Working Experience**

**November/2012 - Present - Silver Lake Pet Resort and Spa, Silver Lake, Illinois**

**Responsibilities:**

* Greet guest as they arrive and check them into the electronic scheduler
* Help the groomer by cutting pets’ nails and bathing them
* Take blood and stool samples as needed
* Measure doses of vaccines and other medications

**Achievements:**

* Helped grow the grooming client list by nine percent annually
* Started an adoption event for animals that needed to be rehomed from previous clients
* Successfully signed up over 1,200 customers for the pet microchip program

**October/2009 - November/2012 - Parksville Bow Wow Day Care and Clinic, Parksville, Illinois**

**Responsibilities:**

* Promptly answer the telephone and direct inquiries to the appropriate department
* Process payments for customers and send out invoices
* Participate in training for new products and procedures
* Assist the vet and groomer with various tasks as needed

**Achievements:**

* Sold the second highest amount of flea and tick protection products in the store
* Maintained and exceeded expectations in the customer satisfaction survey report
* Two-time recipient of an annual perfect attendance bonus

**February/2007 - October/2009 - Jefferson Pet Clinic, Jefferson, Illinois**

**Responsibilities:**

* Collect various samples for testing
* Run samples to the local diagnostic center for testing, and collect results
* Collect payment and print out receipts for customers
* Call customers to remind them of their upcoming appointments

**Achievements:**

* Implemented a quarterly adoption drive program
* Helped transition to an SMS and email reminder system
* Recognized by the local ASPCA chapter for outstanding service

**C. Education and Academic Training**

AA in Biology and Microbiology, Illinois College, Jacksonville, IL, 2006  
High School Diploma, St. Francis High School, Meredosia, IL, 2000

**D. Job Related Skills**

* Well versed in common surgical procedures
* Familiar with local and state vaccination requirements
* Expert at taking samples
* Great at client communication
* Money management skills

**General Skills**

* Fluent in English and Spanish
* Very knowledgeable with ChartMagic
* Experienced Microsoft Office user