

ROBERT SMITH

Kennel Staff I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Have 15 years of customer service experience across varied fields. Diverse work experience has made a very well rounded and adaptable employee. Maintain a professional yet friendly demeanor and give service with a smile even under stressful circumstances.

CORE COMPETENCIES

Customer Service, Office Management, Computer Basics.

PROFESSIONAL EXPERIENCE

Kennel Staff I

ABC Corporation - February 2015 – August 2015

Key Deliverables:

- Adjusted controls to regulate specified temperature and humidity of animal quarters, nurseries, or exhibit areas.
- Found homes for stray or unwanted animals.
- Examined and observed animals to detect signs of illness, disease, or injury.
- Responded to questions from patrons, and provide information about animals, such as behavior, habitat, breeding habits, or facility activities.
- Provided treatment to sick or injured animals, or contact veterinarians to secure treatment.
- Installed, maintained, and repaired animal care facility equipment such as infrared lights, feeding devices, and cages.
- Fed and watered animals according to schedules and feeding instructions.

Kennel Staff

Delta Corporation - 2013 – 2015

Key Deliverables:

- Checking clients in and out, receiving payment, creating bookings, and handling email and telephone customer service were a large portion of my duties.
- My other responsibilities were feeding and medicating the animals in our care as well as cleaning and sanitizing the facility.
- Also helped in dog training, pet socializing, and pet grooming.
- Clean & sanitize kennels, feed/water dogs, obedience/retriever training, occasional bathing, organize supplies and tools; Handle business .
- My influence on this business has really helped my boss keep everything in check and on task.
- Help coordinate work schedules, keep the place clean and orderly, alert him whenever a problem arises.

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- Take pride in this business and I want us to look and be the best that we can
Skills Used At this job, I demonstrate my independence, leadership, .

EDUCATION

Diploma - January 2010(Moraine Park Technical College)

