

# Robert Smith

## Lead Veterinary Technician

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## SUMMARY

Talented administrative and veterinary professional with background in bookkeeping and customer support. Extensive knowledge of AR/AP, QuickBooks and Sage.

## SKILLS

Management, Organizing.

## WORK EXPERIENCE

### Lead Veterinary Technician

Paw Prints Pet Clinic - March 2016 - 2020

- Performed sedation, intubation, anesthetic monitoring, prophylaxis, oral charting, and surgical assistance.
- Managed the flow of appointments and make sure assistants are following through with all doctors requests.
- Trained of new support staff also falls under my care.
- Took over the management of all controlled substances which was out of order from the previous owner.
- Got all logbooks up to date as well as performed all hard counts of the drugs.
- Implemented new dental charts for oral charting as well as creating the new hospitalized patient records.
- Responsible for weekly vaccine, medication and laboratory supply inventory.

### Lead Veterinary Technician

Delta Corporation - 2013 - 2016

- Work well with clients and provide additional care for their pets Made product orders for the office Proficient in computer use including Microsoft .
- Surgical tech general preventive care.
- Trained in cornerstone.
- Provided care based upon patient load, testing, client education, training, and clinical protocols being performed.
- Performed wide array of services, including preventative care, testing, obtaining of samples, surgical preparation, radiography, dental, .
- Assisted in training of technicians Helped develop staff meeting protocols Assisted in the changing of pre-anesthetic protocols Provided surgical .
- Provide customers with advice and answer questions about services, triage, and management protocols Calculate drugs, fill prescriptions, assist in .

## EDUCATION

Associate of Science in Veterinary Technology - (Penn Foster College - Scottsdale, AZ)