Shelter Manager

ROBERT SMITH

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Objective

have spent my entire career performing every aspect of being veterinary technician and practice manager. very much people person, easy get along with and very willing learn. truly feel that would be asset any business that part.

Skills

Data Entry, Animal Medicine.

Work Experience

Shelter Manager

ABC Corporation - April 2009 – November 2012

- FREE ROAMING, NO-KILL, FELINE RESCUE/ADOPTION SHELTER.
- Worked closely with multiple veterinary clinics to get best care at lowest price for this non-profit, no kill, free roaming, feline rescue/ Adoption Center.
- Educated clients on routine and post-operative care of their pet.
- Counted down cash drawer ,deposited appropriate amount shift while keeping change fund at appropriate amount.
- Answered phones and addressed customer questions.
- Processed returns and exchanges needed.
- Responsibled for keeping employees, volunteers, & community service workers on task during their shifts and delegating duties as needed.

Shelter Manager

Delta Corporation - 2005 – 2009

- Conduct intake assessment for individuals and families with mental health disabilities referred by Department of Mental Health upon entrance into .
- Maintained cleanliness of shelter, distributed breakfast, lunch, and dinner.
- Administered toiletries and hygiene products according to need and availability.
- Conducted room checks to ensure safety of women and make sure women are following guidelines.
- Managed all aspects of the shelter, including staff management, scheduling, ordering of supplies and medications, client education, and medical .
- Performed receptionist duties, various office duties, worked with a number of city officials on various programs.
- Assisted Veterinarians in examinations, administered vaccinations and medications as needed and ensured all shelter animals were healthy.

Education

AAS In Animal Health Technology - 1983(University Of Minnesota - Saint Paul, MN)

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