

ROBERT SMITH

Veterinarian Assistant/Associate

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

SUMMARY

Seeking to fulfill the position of Medical Assistant utilizing solid interpersonal, communication, and organizational skills. Long term goal would be to become a vital member of the staff and work up to a management position, while providing valued medical care to clients.

CORE COMPETENCIES

Laboratory Benchwork, Clinical Research.

PROFESSIONAL EXPERIENCE

Veterinarian Assistant/Associate

ABC Corporation - July 2005 – April 2008

Key Deliverables:

- Prepare treatment room for examination of animals; check equipment to ensure it is in working condition; restrain animals during examination, treatment, or inoculation.
- Handle all animals with care, transport animals to and from lab or surgical area, place and secure animals, take readings, and record findings on charts as necessary.
- Apply wound dressings, clean teeth, and take vital signs of the animal.
- Educate clients, complete patient invoices, and care for hospitalized patients.
- Observe animals in accordance with specific instructions for obvious symptoms of disease, injury or illness and inform the veterinarian of changes in behavior or appearance.
- Clean, disinfect and maintain cages, washing cages, floors, racks and holding areas for all animals; maintain animal living areas in an orderly and sanitary condition.
- Perform special cleaning of surgery rooms, washing with chemical solutions or other appropriate methods.

Veterinarian Assistant

ABC Corporation - 2004 – 2005

Key Deliverables:

- Checked in patients, assisted with exams, paid out patients, explained meds and any instructions for home care, cleaned, answered phones, set appointments, lots of customer service.
- Helped with boarding.
- Have had domestic animals and live stock my entire life.
- Work very well with animals and love it.
- Have management and inventory control experience, end of month reports and management experience from my last job.
- Am a quick learner and put 100 percent into what ever I do.
- Am a great candidate for this job..

ROBERT SMITH

Veterinarian Assistant/Associate

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

EDUCATION

- Diploma - (Andress High School - El Paso, TX)