



AVA DAVIS

Veterinary Receptionist

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PROFESSIONAL SUMMARY

Experienced Veterinary Receptionist with over 5 years in client relations and animal care. Skilled in managing appointments, handling inquiries, and ensuring a welcoming environment for pets and their owners.

WORK EXPERIENCE

Veterinary Receptionist And Assistant Jan / 2021-Ongoing
Pineapple Enterprises Santa Monica, CA

- 1. Managed client check-ins and check-outs efficiently in a busy veterinary practice.
- 2. Responded to client inquiries and scheduled appointments, ensuring optimal service delivery.
- 3. Coordinated with clients for medication refills and pre-surgery instructions.
- 4. Identified emergency situations and facilitated immediate care for pets.
- 5. Served as a communication bridge between clients and veterinary staff regarding pet care.
- 6. Maintained cleanliness and organization of the reception area and supplies.
- 7. Accurately managed medical records and filing systems for easy access.

Veterinary Receptionist Jan / 2020-Jan / 2021
Summit Peak Industries Denver, CO

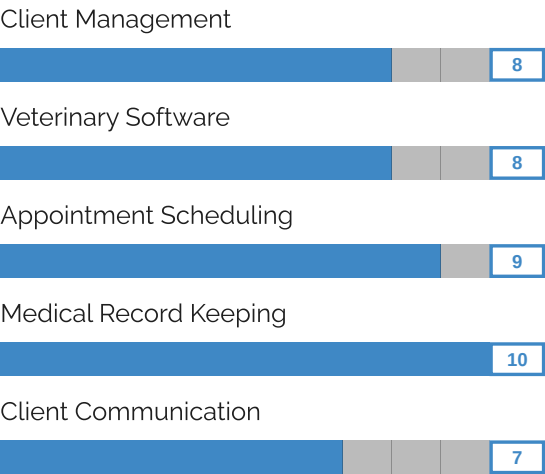
- 1. Admitted and discharged patients, gathering essential history and visit reasons.
- 2. Handled incoming calls, faxed documents, and managed patient medical records.
- 3. Prepared treatment estimates for client review and secured consent for procedures.
- 4. Dispensed medications and provided instructions for discharged patients.
- 5. Scheduled surgeries and outpatient appointments efficiently.

EDUCATION

Associate of Applied Science in Veterinary Technology Jan / 2019 - Jan / 2020
Purdue University Phoenix, AZ

Completed coursework in animal care, veterinary practices, and client communication.

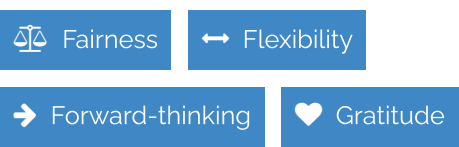
SKILLS



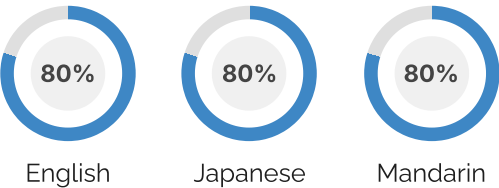
INTERESTS

- Gaming
- Fashion
- Film
- Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Improved client satisfaction scores by 20% through effective communication.
- Streamlined appointment scheduling, reducing wait times by 30%.