

Janice Williams

Veterinary Assistant

Allentown, PA | 111-111-1111 | janicewilliamstest@gmail.com | linkedin.com/in/janicewilliamstest

OBJECTIVE

Compassionate and detail-oriented Approved Veterinary Assistant with a year of experience in the field. Trained in client communications, the anatomy and physiology of animals, front office duties, and interacting with animals. Looking for a veterinary assistant position in a clinic.

EDUCATION

Blackstone Career Institute Jun. 2023-Dec. 2023
Veterinary Assistant Certificate, with Distinction

RELATED EXPERIENCE

ABC Animal Hospital, Allentown, PA Feb. 2023-Present
Veterinary Assistant

- Participate in daily animal care including feeding, grooming, giving medication, and supervising
- Answer the phone, schedule appointments, and assist 50+ clients and patients at the front desk weekly in a friendly and professional manner, improving client satisfaction by 20% over the past 8 months
- Support the animal care team as needed, assisting with lab work and other procedures

ABC Company, Allentown, PA Jan. 2020-Jan. 2023

Receptionist

- Greeted incoming clients in a kind, welcoming manner and promptly assisted with requests
- Scheduled 10+ meetings weekly, utilizing online software such as Google Calendar
- Handled an influx of client phone calls and email inquiries daily with attention to detail to promote client satisfaction

VOLUNTEER EXPERIENCE

ABC Animal Shelter, Allentown, PA Sept. 2018-Jan. 2020
Volunteer

- Interacted with 5+ dogs and cats weekly, preparing animals to be adopted
- Served at the front desk, greeting prospective families and providing necessary paperwork
- Maintained a clean environment through wiping down and sanitizing at the beginning and end of shift

ACCOMPLISHMENTS

- ABC Excellent Service Award - 2022
- ABC Community Award for Volunteering with Animals - 2020

SKILLS

Hard skills: Computer skills, animal handling and grooming, providing injections, cleaning equipment

Soft skills: Strong written/oral communication, compassionate care, passion for animals, time management and organizational skills