**Veterinary Receptionist Resume**

**Belinda Dominic**

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**OBJECTIVE**
Seeking a Veterinary Receptionist position at Pets’ Clinic utilizing front desk skills akin to scheduling and customer management.

**KEY QUALIFICATIONS**
• Functional knowledge of reception duties and client communication
• Hands on experience in medical records management and clinical procedures associated with animal care
• In depth knowledge of restraining animals and assisting the vet in administering medication and writing prescriptions
• Proven record of handling and processing laboratory samples

**WORK EXPERIENCE**

Vets and Pets – Houston, TX | Mar 2009 – Dec 2012
**Veterinary Receptionist**

Key Achievements
• Streamlined the clinic’s medical records by transition to an electronic system – Increased overall efficiency by50%
• Introduced pet grooming products as part of the retail aspect of the clinic and met sales targets by 88% in the first three months

Other Accomplishments
• Greeted customers as they arrived and provided required information
• Educated customers on clinical procedures and policies
• Scheduled and rescheduled appointments as necessary
• Took telephone calls to provide information and answer queries
• Cleaned and maintained the office area
• Assisted vet with clinical procedures when required

**EDUCATION**
Diploma: St. Peter’s High School – Houston, TX – 2008

**ADDITIONAL**
• Friendly personality with excellent people skills
• Willing to contribute to a team
• Knowledge of pet clinical procedures
• Compassionate about animals
• Excellent customer service orientation
• Exceptional organizational and interpersonal skills