**Veterinary Receptionist Resume**

**Belinda Dominic**

7736 Haver Street ♦ Houston, TX 83938 ♦ (010) 999-9999 ♦ Email

**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