

Name

Address
Number|Email

EDUCATION

University

City, State

Bachelor of Science in Finance

Expected Spring 2018

- **GPA:** 3.3
- **Relevant Coursework:** Financial and Managerial Accounting, Business Finance

WORK & LEADERSHIP EXPERIENCE

Animal Hospital

City, State

Veterinarian Technician

Aug 2013 – Current

- Quickly promoted to head technician after only 6 months due to high performance standards
- Train all new associates being onboarded
- Responsible of client education, patient charts and resolution of issues
- Manage weekly inventory analysis and provide accurate reporting in order to reduce shrink rate
- Assist doctors in diverse medical procedures following strict medical protocols
- Resolve client account issues and always provide 100% customer satisfaction

501c3 Non-Profit

City State

Vice President

Jan 2015 – Current

- Assist in setting up 15 fundraisers
- Event coordination of diverse events
- Write grant proposals for expansion of facility
- Raised \$50,000 for Louisiana flood relief

College

City State

Tutor

Fall 2014 – Spring 2016

- Worked effectively with students to help them understand material in accounting and economics
- Provided constant support to 20 students on a weekly basis

SKILLS, ACTIVITIES & INTERESTS

Languages: Basic Spanish

Computer Skills: Proficient in Excel, Word, PowerPoint and Access

Interests: Camping, race cars and mountain bike riding