

JESSICA CLAIRE

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SUMMARY

Flexible hard worker ready to learn and contribute to team success. Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

EXPERIENCE

Designer, 02/2020 - Current

Cleaver Brooks – Lenexa, KS

- Followed corporate brand guidelines to enable brand consistency across campaigns and marketing programs.
- Determined styles, size and arrangement of illustrations and graphics.
- Thoroughly researched design topics and studied information pertaining to topics.
- Collaborated with team of designers to offer improvements and direction on others' projects.
- Submitted rough drafts to clients and management to gain approval.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Exceeded customer satisfaction by finding creative solutions to problems.
- Performed site evaluations, and customer surveys
- Prioritized and organized tasks to efficiently accomplish service goals.

Veterinary Assistant, 02/2017 - 03/2020

Ascension Health – Evansville, IN

- Restrained and stabilized animals during examination and treatment to prevent injuries.
- Scrubbed, counted and packed surgical instruments and drapes for autoclave sterilization.
- Cared for animals in post-operative recovery by closely monitoring vital signs and progress.
- Organized operating room ahead of procedures and assisted veterinarians during surgeries.
- Trained new veterinary staff on office procedures and requirements.
- Operated diagnostic equipment such as radiographic and ultrasound equipment.
- Helped veterinarian with wide variety of surgical procedures, including neutering, tooth removal and casting broken bones.
- Documented and tracked treatment activities.
- Offered every owner exceptional customer service and support as well as top-notch care to each animal.
- Monitored post-surgical pet care and administered medication under vet direction.
- Reviewed pet records from daily visits and appointments, entering all important data into system.
- Cleaned and maintained kennels, holding areas and surgical rooms.
- Answered pet owner phone calls and responded to questions while taking messages for staff veterinarians.
- Collected and documented animal information such as weight, size, physical condition and food intake.
- Set up appointments for checkups and scheduled veterinary consultations and surgical visits.
- Unloaded and organized supplies and product inventory.

Cashier, 04/2015 - 02/2017

Lkq – Whitehouse, TX

- Performed prep work such as washing, peeling, cutting and seeding fruits and vegetables.
- Updated displays, cases and other customer-facing areas to increase sales of special items.
- Maintained order and cleanliness of work areas to conform with health codes.
- Followed recipes and customer requests to prepare high-quality, delicious meals.
- Cleaned and sanitized work areas, equipment, utensils, dishes and silverware.
- Cross-trained in other kitchen positions to support team and meet customer needs.
- Operated cash register to process cash, check and credit card transactions.
- Controlled portion sizes and garnishing for optimal cost controls.
- Kept food storage and preparation equipment in good working order to maximize safety and cost-efficiency of operations.
- Received food orders from individuals and explained offerings.

EDUCATION AND TRAINING

High School Diploma: 05/2016

First Baptist Opelika Christian School - Opelika, AL

Southern Union State Community College - Opelika, AL

SKILLS

- POS system operation
- Written and oral communication skills
- Excellent communication skills
- Money handling
- Team player mentality
- Originality
- Creative and artistic
- Critical thinking
- Work ethic
- PPE use
- Pre-anesthetic preparation
- Lab animal restraint
- Post-surgical clean up and OR sanitation
- Monitoring recovery
- Subcutaneous injection
- General anesthesia recovery
- Client education
- Feline towel restraint
- Maintaining treatment notes
- Patient bathing
- Collecting specimens for analysis
- Intramuscular injection
- Elizabethan collar application
- Ear cleaning
- Vital signs
- Suture removal
- Explaining treatment