

# Gregory Buhler

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## SUMMARY OF QUALIFICATIONS

A solid team player who is not afraid to take on new tasks. Able to take on challenges, whether within a team or self-directed, due to a strong work ethic. Strong problem solving skills. Able to look at processes and identify redundancies. Always happy to increase skill and to add more as necessary.

## WORK EXPERIENCE

GUARDIAN VETERINARY CENTRE - Edmonton, AB

August 16, 2015 – March 28, 2016

### **Specialty Technician Assistant**

- Review and documenting manuals for proper usage of sanitizing equipment including the, Anprolene Sterilizer, Steam Autoclaves and Ultrasonic Cleaner
- Creation of packs and instruments book for reference of other team members.
- Cleaning of surgical suites, instruments, treatment area, and kennels to ensure sanitation
- Conduct inventory counts periodically, informing inventory manager if needed
- Work close as a team with doctors, techs, and other technician assistants to complete tasks in a timely manner

GENERAL VETERINARY HOSPITAL - Edmonton, AB

June, 2015 – August, 2015

### **Kennel Attendant**

- Cleaning kennels
- Restraining animals
- Walking dogs
- Cleaning facility

SELF EMPLOYED- Edmonton, AB

April 14, 2015 – June 1, 2015

### **Database Designer - Contractor**

- Upgrading database including but not exclusive to: backend overhaul, report/query/form creation, upgrading of current components
- Self-directed work to keep on track
- Research into background and use of program to ensure usefulness of product
- Constant and open communication with program manager

NORQUEST COLLEGE – Edmonton, AB

November 2014 – March 18

### **Casual Administrative Assistant**

- Working with Microsoft Office programs
- Upgrading and updating Access Database
- Updating procedure manuals for the administrators
- Working with Survey Software (including making adjustments in the coding to ensure easier manipulation of data in future)
- Creating & Organizing program binder for auditor

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## EDUCATION

**Free Code Camp – Full Stack**

March 2016 - Current

<https://www.freecodecamp.com/gregory-buhler>

**Digital Media and Information Technologies**

September 2012 – April 2013

Northern Alberta Institute of Technology

Edmonton, AB