
Ophelia Justyne Early

◆ OphiEarly@gmail.com ◆ 970-518-5422 ◆ 1508 Mallard dr, Johnstown CO 80534 ◆

Experience

2016-2021

Owner / Veterinary Sample Courier / Customer Service Rep

JE Courier LLC, Northern CO

- Available around the clock for calls and emergency samples
- Efficiently handling calls and planning route changes
- Safe transportation of samples in suitable containers per sample
- Recorded samples per trip and mailed subsequent billing
- Timely transport of cadavers for post mortem analysis

2022-23

Veterinary Receptionist & Technician

Lyons & Johnstown CO

- Professionally responded to incoming calls, texts, and emails from clients with a diverse range of inquiries regarding the well-being and medicinal requirements of their beloved animals
- Managed customer payments and ensured accurate reconciliation of daily finances
- Clerical duties such as organizing, copying, scanning, and sending physical and digital patient records
- Utilized machinery for the analysis of patient blood and urine samples
- Assisted in restraining patients for blood draws, medicine administration

July-Dec20

Ranch Hand

Westcliffe CO

- Managed feeding and watering herds of animals in an efficient manner
- Worked in a variety of settings in large and small groups for the benefit of the ranch as well as external patrons

Education

2017

Graduate

Goal Academy High School, Greeley CO

- Accepted into the concurrent enrollment program. Completed two semesters at Aims Community College alongside my regular High school education.
- Relevant coursework includes classes in Photoshop and computer coding