

**Christiana Noray**  
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(718) 282-3161, c.noray29@gmail.com

## **EDUCATION**

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### **Veterinary Technician Candidate**

*CUNY LaGuardia*, Jamaica, NY, August 2014-Present

### **Veterinary Science**

*George Washington Carver High School*, Jamaica, NY, September 2010-June 2014

## **SKILLS**

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- Phenomenal phone etiquette
- Positive attitude
- Strong organizational skills and ability to contribute quality work in a stressful, fast-paced environment, while learning quickly.
- Able to follow directions<sup>[T]</sup><sub>[SEP]</sub>
- Able to keep a clean uncluttered environment

## **WORK EXPERIENCE**

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### **Pet Attendant**

*NYC Pet Services*, Astoria, NY, November 2013-August 2014

- In-boarding new/returning clientele.
- Extensive cleaning of the facility; (picking up dog waste, vacuuming and mopping floors, cleaning dishes, doing laundry)
- Supervising a large group of dogs. Directing their play, interrupting problems, making sure all dogs are safe and enjoying the daycare experience.
- Manage the entire operation while on duty, providing oversight of both front office and dog-related responsibilities.
- Check customers in and out, respond to inquiries, maintain records, and perform general clerical work.
- Feed dogs and provide medications as needed
- Perform basic grooming services such as baths and nail trims.

### **Office Assistant**

*Life Care Services*, Brooklyn, NY, June 2011-August 2013

- Manage incoming phone calls and direct them to proper personnel.
- Handle records and filing.
- Provide customer feedback and handled client disputes in which established good rapport with clients.
- Participated office staff meetings to ensure the quality of the business.

### **Store Clerk**

*Utica Pet Store*, Brooklyn, NY, June 2009-March 2010

- Handled cash transactions, informed customers about pricing and discount detail.
- Processed inventory and assisted with store layout.

### **ACADEMIC ACHIEVEMENTS/ CERTIFICATES**

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- Member of the Springfield Garden High School Complex Girls Soccer Team 2011-2014.
- Member of Springfield Garden High School Complex Girls Tennis Team 2011-2014.
- Volunteered as recruiting assistant for high school fair.

### **REFERENCES**

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Professional references available upon request.