

TIFFANY MOYEDA

1300 Crossing Place

Apt. 2113B

Austin, TX 78741

Cell: 832-370-2079

E-mail: tiffanymoyeda@yahoo.com

Education

University of Texas at Austin, Austin, TX

Bachelor of Science and Arts, degree anticipated May 2020

Major: Biology

Minor: Educational Psychology

Awards: Academic Scholarship

Clubs: HOSA (2016-present)

- Public Relations Chair (2017 - 2018)
- Volunteer Coordinator (2018 - 2019)
- Vice President (2019 - 2020)

Experience

Bed and Biscuit- Austin

Job titles: City Park Tech, Back Desk Receptionist, Front Desk Receptionist, Lead Caretaker

September 2018 – March 2020

Daily tasks as **Tech**: Cleaning up after dogs, taking dogs out into yards, monitoring dogs with health concerns, ensuring dogs are healthy by giving a thorough sweeps,

Daily tasks as **Back Desk Receptionist**: Answer client phone calls and emails, answer any client inquires about facility, schedule reservations for clients, set up new clients in system, communicate with veterinary offices to receive vaccine records for client's dogs, prepare paperwork for the next business day, and any other client communications concerning dogs boarding in facility.

Daily tasks as **Front Desk Receptionist**: Welcome and greet owners with their dogs as they enter facility. Give tours of facility to any new potential clients and answer questions. Receive and take payment from owners when they are picking-up their dog from daycare or boarding. Ensure dogs are properly checked in by asking owner through questions regarding their dog's stay such as feeding, medication, and any extra services they wanted to add.

Daily tasks as **Lead Caretaker**: Manage techs to ensure daily tasks and proper care of dogs is achieved. Prepare food and medication for dogs and distributed accordingly. Ensure the cleanliness of facility or kennel. Communicate with team to ensure owners are aware of the health of dogs while in facility.

Metropolitan Healthcare

Job title: Ambassador

May 2018 -August 2018

Daily tasks included: welcoming guests to and/or from the hospital and local areas in a friendly, efficient, and courteous manner; assisting guests with inquiries, directions, and initial questions regarding the facility or services; moving guests in wheelchairs, as requested;

The University of Texas at Austin Division of Food and Housing

Job title: Desk Assistant

August 2017-May 2018

Worked in the mail center for a dormitory on campus. Daily tasks include sorting mail, logging packages received by couriers into computer system, greeting students, answering inquiries, and retrieving packages for students when needed.

Whataburger

Job title: Team member, cashier

May 2017-August 2017

Daily tasks included greeting guests when entering restaurant, maintaining a clean dining room, handling money, providing excellent customer service, ensuring speedy service, and providing an overall pleasant experience for the customer.

Skills

- Bilingual: Fluent in Spanish and English
- Proficient with technology (Word, Excel, etc.)
- Communication
- Time management
- Punctual
- Leadership
- Problem Solving
- Enthusiastic
- Quick to learn