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PaULINA RYAN

*References available upon request.*

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| objective | | |
|  | Obtain a rewarding position at a growing company which will allow me to utilize and further build upon the skills I currently posses. |
| Experience | | |
|  | 2010 – Current Frontier Veterinary Hospital Hillsboro, OR  Client Service Representative   * Check in and checkout clients and provide information on services * Maintain medical records * Schedule appointments * Fill prescription and educate clients on proper use of medication.   2008-2010 Willamette Veterinary Hospital Corvallis , OR  Receptionist   * Provided clients with answers regarding medical treatments and products  1. Handled multiple telephone lines. 2. Scheduled appointments properly for multiple veterinarians 3. Filled and maintained medical records. 4. Wrote up prescriptions and educated clients on proper use of medication. |
|  | 2008 University of Maryland Heidelberg, Germany  Distance Education Office Assistant   1. Answered phone inquiries regarding school records. 2. Worked closely with college professors on enrollment of students. 3. Proctored exams for students during testing time. 4. Checked grades and monitored students’ status in college. |
| Education | | |
|  | 2006-2010 Oregon State University Corvallis , OR  B.A., Animal Science.   1. Minor, Animal Behavior with a Bioethics option. |