



# ALAN VARGAS

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## Summary

Dual Veterinary Assistant and Client Service Coordinator with proven team leadership skills and commitment to ensuring quality medical care and maintain professional standards. Key Strengths include Communication and Task Coordination abilities.

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## Skills

- Technologically Savvy
- Recording and charting day to day information
- Exceptional Customer Service Skills
- Gentle and caring
- Knowledge of regional, state, and federal regulations
- Adaptable and caring
- Detail-oriented
- Patient and reliable

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## Experience

### **Veterinary Assistant | Sep 2016 - Current**

- Supervised, organized, and maintained the cleanliness of the workspace
- Retained an exceptional understanding of how to schedule appoints and appropriately adhere to client needs
- Remained knowledgeable to provide clients with guidance to best practices of their own
- Documented and tracked work related activities
- Adhered to high standards of professionalism, cleanliness, and safety

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## Experience

### **Bachelor of Arts**

George Mason University | Fairfax VA

- Major in Computer Game Design
- Dean's List Honoree Fall 2018/2019, Spring 2019

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## Software

- Adobe Software: Photoshop, InDesign, Illustrator
- LogicProX, Audacity
- Word, Powerpoint, Excel
- Unity
- 3DS Max