**Margaret E. DeVossier**

3725 W. Evans Dr. Phoenix, AZ 85053

Mobile: (619) 647-3999

Email: mdecuir21@gmail.com

**Skills**

**●** Customer oriented **●** Personable

**●** Management skills **●** Motivated team player

**●** Computer literate **●** Understands animal behavior

● Persistent worker ● Quick and capable learner

● Skilled problem solver ● Pays critical attention to detail

**Education**

**Associates in Arts: December 2020 (GPA-3.6)**

Glendale Community College, Glendale AZ

**Arizona State University: August 2015-Present (GPA-NR)**

Bachelor of Arts in Biology to be conferred in Dec 2022

**Honors & Awards**

Graduated with honors from Glendale Community College

Road Runner Sports Employee of the Month – August 2014

Placed first in Focus Climbing Center’s annual spring series competition

**Experience**

January 2019-Present **Volunteer (Team Lead) ● Liberty Wildlife Animal Rescue ● Phoenix, AZ**

* Assisting my team in the daily exercising, nutrition, and husbandry to ensure a clean environment for all rescue animals
* Observe and log animal's appearance and behavior, for general physical condition, signs of illness, disease, and discontent
* Handle animals for training or enrichment and maintaining composure when animals become aggressive.
* Maintain a clean and acceptable workplace for both my team and my animals
* Care for young orphaned birds, i.e. temperature regulation, tube feeding, sanitation, and daily monitoring.
* Give educational presentations to the public alongside animals.

October 2016-May 2019 **Project Engineer ● Quest Global Engineering ● Phoenix, AZ**

* Responsible for executing projects and data transfer in a timely manner
* Conducting weekly and daily customer meetings for status updates
* Using Excel macros to complete large amounts of detailed data entry
* Creating manufacturing work instructions for production line at customer’s site

October 2015-Oct. 2016 **Administration Assistant ● Adobe Home Systems ● Phoenix, AZ**

* Responsible for all duties associated with accounts payable.
* Conducting numerous reports and presentations in a timely manner.
* Managing weekly payroll and time sheet audits.
* Managing all customer security monitoring, billing, and inquiries.

Reference List

* Balinda Strosnider - Free Flight Director at Liberty Wildlife **(602) 373-2232**
* Coralea Gosnell – previous employer at Road Runner Sports **(206) 251-6020**
* Megan Craytor – previous colleague/coworker at YMCA **(480) 310-0162**