

Chelle Wood

An enthusiastic, self-motivated professional with strong leadership and communication skills, looking for opportunities to learn and grow in a business-oriented career and environment.

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EXPERIENCE

I35 MarketPlace Animal Hospital — Inventory Manager

AUGUST 2023 - MAY 2024

Drafted Standard Operating Procedures (SOP) for the Pharmacy Department within a newly established hospital. Responsible for supervising the procurement, storage, and distribution of pharmaceuticals, medical equipment, and other inventory items. Conduct routine audits, establish and monitor reorder points and inventory levels. Cultivated and maintained strong partnerships with suppliers and vendors, assessed supplier performance, and facilitated effective communication. Aid in budget planning, identify cost-saving opportunities, and enhance operational efficiency. Produce and analyze inventory reports to predict requirements and recognize patterns.

Pathway Vet Alliance — Office Manager

AUGUST 2019 - AUGUST 2023

Worked extensively to establish process flow documentation, improvement initiatives, and inventory control. Proficient in medical administration, client relations, and operating advanced equipment. Experienced in communication with clients to navigate complex and emotional decisions.

All Pets Animal Hospital — Equipment & Technology Specialist

AUGUST 2013 - AUGUST 2019

Responsible for ordering and maintaining all equipment. Writing and improving protocols. Technical writing for procedures and training staff on equipment and processes while adhering to governing standards. Lead the implementation and training of a paperless record keeping software system. Cat Friendly and Fear Free certified clinic.

EDUCATION

Texas A&M University at Galveston — Bachelor of Science

AUGUST 2003 - DECEMBER 2007

Aggie Sisterhood of University Leaders, Gamer Club Public Relations Officer, Resident Advisor, Writer for the School Paper

SKILLS

Presentation

Orienting New Staff

Computer Processing in Office Suite

Crucial Conversations

Excellent Leadership Ability

Conversational American Sign Language

Technical Writing

Emotional Intelligence

CERTIFICATIONS

Fear Free

QPR

