

Tatiana Ospina

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OBJECTIVE

Seeking a position where my skills and knowledge will be an asset to the growth and profitability of the company

SKILLS / QUALIFICATIONS

Certificate, Veterinary Assistant

Asnuntuck Community College, Enfield, CT

Anticipated Graduation Date: May 2011.

Highlights of Training & Skills learned:

Professional Conduct
Front office procedures
Examination Room Procedures
Laboratory Skills
Medical Nursing
Grooming

Laws and their implications
Animal Restraint
Pharmacy Skills
Radiology and Diagnostic Imaging
Surgical Tasks
Facility Maintenance

EDUCATION

Colorado Technical University

Colorado Springs, CO

Jan 2012-2015

Bachelor of Science in Information Technology

Specialization in Software Systems Engineering

VCA Animal Hospital
ER, ICU, Wellness, Kennel
Internship

Springfield, MA

July 2011

Asnuntuck Community College
Veterinary Assisting Certificate

Enfield, CT

May 2011

South Windsor High School
Diploma

South Windsor, CT

June 2007

WORK EXPERIENCE

Freedom Mortgage Corporation
Marketing Coordinator & Assistant Administrator to VP

May 2007 – December 2009

Highlights of tasks:

Generate weekly projection reports for VP of National Retail Sales
Responsible for Expense Reports
Proficient in Excel, Word, Powerpoint, EDMS (Electronic Document Management System), Mortgage Software including: Lakewood and Encompass

Renovation Lending

Dealt with contractors, HUD consultants, draw requests, and permits

Marketing

Developed databases for mailings
Liaison between VP of Marketing and Branches
Advertising
Events Planner