

## **Tatiana Ospina**

43 Middlesex Drive  
Enfield, CT 06082  
Cell: 860-997-1402  
tospina1@yahoo.com

## **OBJECTIVE**

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

Springfield, MA

July 2011

## **Internship**

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

May 2007 – December 2009

**Marketing Coordinator & Assistant Administrator to VP**

### **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