

# Gary Rivera

## **Financial Coordinator/Equipment Coordinator - VCA Animal Specialty Group**

La Mesa, CA 91942

[a.gary.rivera@gmail.com](mailto:a.gary.rivera@gmail.com)

415-654-8327

To challenge myself by expanding and succeeding in a new field with a company that would utilize my current knowledge base and skills.

Authorized to work in the US for any employer

## Work Experience

---

### **Financial Coordinator/Equipment Coordinator**

VCA Animal Specialty Group - San Diego, CA

July 2014 to Present

92111

- Addressing questions or concerns when interacting with clientele whilst alleviating stress that comes with medical care through providing clients with accurate financial forecasting for proposed treatments.
- Communicating interdepartmentally in a concise and professional manner to ensure an effective workflow and healthy work environment.
- Working closely with doctors in coordinating appointments, treatment plans, and wellness updates ultimately improving the doctor's ability to efficiently communicate.
- Balancing responsibilities of finance and equipment management through self-placed systems utilized to maintain all hospital equipment including, but not limited to: monitoring systems, advanced imaging (MRI, CT, Radiograph, and Ultrasound), network servers, computer hardware, and working closely with Support Desk for resolution of software issues.
- Implemented a system to send out hospital wide updates reviewing equipment status. Bi-weekly meetings with upper management to brainstorm potential improvements to equipment and their corresponding protocols in hopes to improve hospital function
- Display a strong command of technological skills with ability to easily adapt to software and have continuously been relied on as a dependable resource for troubleshooting applications existing within the company.

### **Lead Client Services Representative**

Wag Hotels - San Francisco, CA

October 2012 to August 2014

94103

- Developing rapport with guests in order to provide a comfortable and trusting atmosphere.
- Setting up appointments and reservations in a timely manner, all while managing multiple tasks and maintaining an organized workload.
- Thoroughly training new team members to effectively perform all required responsibilities.
- Having an in depth understanding of every department and their procedures.
- Answering phone calls and responding to any and all email inquiries/concerns.

## Education

---

### **Associate**

## Skills

---

- TIME MANAGEMENT
- Accounts Receivable

## Additional Information

---

Exceptional in communication with colleagues and clientele alike due to years of interactive experience. I am committed to being an efficient, dependable, and productive component of any team and have continued to exceed in all opportunities presented. Computer savvy and proficient in Microsoft and Macintosh, including all office applications.

### Skills:

- Accustomed to high pressure environment and will remain composed and efficient no matter the task at hand.
- Resourceful in finding resolution to any obstacles.
- Strong time management skills aid in being reliable in meeting deadlines.