Lindsey Bivens

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Objectives

Finding a position where I can continue to grow while working with the community that I enjoy assisting on a daily basis.

Education

Central Oregon Community College, Bend, OR

***Graduated March, 2009*** Associate of Arts

Le Cordon Bleu College of Patisserie and Baking, Portland, OR

***Graduated August, 2010*** Associate of Arts, Technical (Patisserie and Baking)

Experience

Humane Society of Central Oregon

| 61170 NE 27th St., Bend, OR

Animal Care Technician ***May, 2015*** – ***current***

* Approving and coordinating adoptions of animals for community.
* Assisting in behavior work with animals throughout shelter, working on issues that hold them back from adoption.
* Helping all visitors to the shelter at the front desk through answering questions on animals, questions about the shelter, and various other issues.
* Being responsible for giving out medications and treatments throughout the shelter.

BrightSide Animal Center

| 1355 NE Hemlock Ave, Redmond, OR

Executive Administrative Assistant ***August, 2012*** – ***May, 2015***

* Maintain the Executive Director’s schedule and coordinate her daily work load, delegating to shelter staff when necessary. Assisting with ongoing projects as directed.
* Interviewing and hiring staff as necessary in various positions throughout the shelter.
* Coordinating maintenance of shelter facility, contacting local contractors when work is necessary.
* Assist with bookkeeping, working with Quickbooks on all aspects (payroll, paying bills, billing customers, profit/loss, reporting to board members)
* Organizing and maintaining donor/donation database. Sending donation recognition letters to all donors as donations arrive to the facility. Coordinating bi-yearly ask letter to be sent out to all donors to raise funds to continue running of shelter.
* Update and expand social media outlets, starting with Facebook and now expanded to over 5 different social media sites with followers. Also bringing more marketing possibilities through print and web based programming.
* Coordinated installation and opening of new thrift store at current location in Redmond, OR.
* Ongoing upgrade of computer and electronic systems to bring the shelter up to a higher level of technological abilities.
* Started work with other community programs to offer work experience to those who do not have any through the COIC program.
* Updated advertising through my graphic design background to help better market programs to the community.

BrightSide Animal Center

| 1355 NE Hemlock Ave, Redmond, OR

Kennel Assistant ***March, 2012 – August, 2012***

* Mainly focused on the cats, worked on taking care of the daily needs of the cats from full cleaning to making sure food and water were changed.
* During this time I would spend time with the cats getting to know them and spending time with each of them to encourage human contact as much as possible. Enrichment activities where done whenever possible.
* As necessary I would assist the public with adoption questions with the cats to learn more about a certain cat, hopefully resulting in their forever home.

Juniper Fiberworks | 416 NE Greenwood Ave, Bend, OR

Knitwear Instructor ***September, 2010 – September, 2011***

* Created knitting classes for the public based on need, assisted people with project issues, designed knitwear patterns specifically sold in the yarn store, used the cash register.

Home Depot | 300 NE Quince Ave, Redmond, OR

Assistant Store Manager ***February, 2005 – August, 2008***

* Responsible for 5 departments as well as all outside installations while overseeing 35+ employees directly. Reported all profit and loss monthly for departments to store manager and district manager, created events for upcoming sales, inventory management, HR management and creating budgets for each department.

Skills

* Marketing/Advertising
* Quickbooks (payroll, invoicing, bill paying, taxes, ect)
* Thorough knowledge of all Microsoft programs
* Basic Web Design (WordPress)
* Donor Development
* Animal enrichment
* Grant Writing
* Software Integration and Set Up
* Computer and Electronics Repair
* Excellent customer service
* Volunteering and community outreach
* Organizational skills

References

* 1. Stephen Miller, Contractor 541-410-9606
  2. Elizabeth Gray, Veterinarian 541-912-2454
  3. Linda Wright, Realtor 541-771-2585