resume\_29@gmail.com  
(200).101.2877  
Elizabeth Conway  
Seeking a Part time Admin/receptionist postition  
East Hardwick VT - Email me on Indeed: indeed.com/r/Elizabeth-Conway/f0620353200ab872  
WORK EXPERIENCE  
Assistant Calf Manager  
Fairvue Farm - January 2014 to Present  
Daily calf care on a 2000 cow dairy farm including but not limited to feeding vaccines record keeping to maintain and raise healthy replacement calves assisting dairy manager in creating needed reports.  
Owner/Operator of a fiber mill  
Fibers - 2007 to 2013  
Responsibilities included bookkeeping record keeping  
shipping/receiving customer service maintenance sales daily operations and advertising  
Bookkeeper/Administration  
E.F. Jones LLC - 2007 to 2013  
Responsibilities included AP/AR reconciliation and daily administration duties  
Senior Associate Scientist  
Pfizer Inc - 2004 to 2007  
Responsibilities included cell culture conducting In Vivo studies  
tissue collection western blots data analysis and reporting and presenting data to the team leaders.  
EDUCATION  
Master of Animal Science  
University of Connecticut 2001 to 2003  
Bachelor of Animal Science  
University of Connecticut 1999 to 2001  
Animal Science  
University of Connecticut 1997 to 1999  
SKILLS  
Word Excel Outlook Quickbooks data entry customer service bookeeping filing animal care and sewing