

# JESSICA C

## CONTACT

---



## CAREER OBJECTIVE

---

I'm a driven individual with 8 years of various work experiences. Through these experiences I was able to gain knowledge of what it truly means to be a team player with a great work ethic and a drive to learn more within the working field. My career goal is to obtain a position in which I can utilize my strengths and abilities to make a positive contribution to an organization. I believe my personal skills would make a great addition to your team.

## SKILLS

---

- 58 WPM
- RECEPTIONIST/CLERICAL WORK
- TEAM PLAYER ATTITUDE
- DESIRE TO DO WELL AND SUCCEED

## EXPERIENCE

---

### Wagmore Canine Enrichment

2/2018-3/2020

At Wagmore, I worked as a receptionist completing clerical need of the business. This need included scheduling appointments, answering phone calls, check in and out animals, communicated with pet parents, maintain vet records, and light cleaning.

---

### Jefferson County Animal Shelter

8/2016-2/2018

During my time as the receptionist for the Jefferson County Animal Shelter, I acquired skills in answering in bound calls, processed adoption applications, light cleaning, and administered vaccines and meds.

---

### Prairie Paws Animal

2/2013-8/2016

As my time as a Kennel Tech, I completed tasks in cleaning kennels, fed the animals, administered meds, provided tours around the facility, and introduced animals to prospective adopters.