

Olivia Keys

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Summary of Qualifications

- Strong interpersonal skills
 - Goal-oriented
 - Personable
 - Exceptional communication and time management skills
 - Quick learner
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Professional Experience

Alburtis Animal Hospital June 2020-present

Veterinary Assistant

- Restrain canines and felines during examinations
- Draw up and give vaccine injections
- Draw blood for the laboratory
- Assist in surgery
- Answer client's questions and address their concerns
- Build and grow relationships with customers to assure client satisfaction

Hempfield Animal Hospital June 2019-June 2020

Veterinary Assistant

- Check in/out clients
- Assist veterinary technicians with holding animals during appointments
- Draw up vaccines
- Explain x-rays to clients
- Examine stool samples for worms/parasites
- Answer client's questions and address their concerns
- Build and grow relationships with customers to assure client satisfaction

Tom Hall Auctions June 2012-2020

Customer service representative

- Answer phone calls/inquiries
 - Check in/out customers
 - Prepare catalogs for upcoming auctions
 - Assist with in house auctions as well as real estate auctions
 - Pick up items from customers houses to sell at auction
 - Build relationships with customers seeking to achieve their selling goals
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Education and Training

Bachelor of Science, Biology; Biology degree earned May 2020
Millersville University of Pennsylvania

