
Animal Shelter Volunteer Coordinator Resume

Job Objective

To obtain an Animal Shelter Volunteer Coordinator position in a company that will allow me to grow with the company.

Work Experience:

Animal Shelter Volunteer Coordinator, May 2004 – Present
Spherion, Kent, WA

- Supplied food, water and personal care to detained animals.
- Monitored and observed animals for signs of illness or injury and reported symptoms to supervisor.
- Assisted the public in claiming lost animals and selecting pets for adoption.
- Collected and recorded fees, such as license, impound board and adoption.
- Assisted with the preparation of the departmental budget.
- Organized, coordinated and managed the recruitment of volunteers for the Animal Shelter and related events.

Animal Shelter Volunteer Coordinator, March 2002 – April 2004
Northside Hospital, Kent, WA

- Interacted with prospective pet owners and helped them fill out adoption forms and advised about pet care.
 - Maintained building and grounds areas at the shelter.
 - Provided information to callers according to departmental procedures.
 - Scheduled staff and ensured shelter and events are properly staffed.
 - Developed a training program for volunteers.
 - Maintained and updated records on all volunteers.
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Summary of Qualifications:

- Strong accomplished experience in veterinary care
 - Good knowledge of safety precautions necessary to work safely with and around stray and uncontrollable animals
 - In-depth knowledge of animal husbandry, history and behavior as well as care
 - Excellent knowledge of the symptoms and behavior associated with animals
 - Proficiency in using Microsoft office suite
 - Amazing ability to quickly analyze, retain composure in stressful and emergency situations
 - Remarkable ability to learn and to maneuver devices utilized in capturing animals
 - Exceptional ability to work independently, safely and meet deadlines
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Education:

Bachelor's Degree in Liberal Studies, Houghton College, New York, NY

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