
Humane Officer Resume

Job Objective

To obtain a Humane Officer position with organization where challenges and opportunities make way for career development.

Summary of Qualifications:

- Huge experience in domestic animal care and emergency services and law enforcement
 - Sound knowledge of state and federal laws, ordinances and regulations relating to animal welfare.
 - Profound knowledge of police report writing, courts and legal system
 - Familiarity with methods, techniques and practices for capturing animals
 - Skilled in identifying care and feeding requirements for a variety of animals
 - Exceptional knowledge of safe and Humane animal handling
 - Ability to detect symptoms of sickness in animals
 - Ability to understand, interpret and carryout oral and written instructions
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Work Experience:

Humane Officer, August 2005 – Present
City of Pearland, Burr Ridge, IL

- Resolved issues related to animal abuse and animal rescue services.
- Developed and maintained good working relationships with other animal welfare agencies, law enforcement agencies and the public.
- Prepared reports, cases and complaints for appropriate action.
- Maintained records to ensure that accurate and timely information is available.
- Ensured complete and timely processing of daily caseload and all related paperwork.
- Provided back-up and ensured adequate covering to department and agency responsibilities.

Humane Officer, May 2000 – July 2005
ASPCA, Burr Ridge, IL

- Handled complaints of animal cruelty, animal bites, property damage, and stray and injured animals.
 - Patrolled and picked up animals identified as nuisance animals and transports them to the animal shelter.
 - Maintained a high level of communication and ensured compliance to Agency's policies.
 - Assisted the department supervisor in the administrative and operational functions of the department.
 - Operated motor vehicles in a safe and lawful manner, and keep vehicles stocked with required and necessary equipment.
 - Monitored animals in custody for health improvement.
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Education:

Bachelor's Degree in Human Science, Rock Valley College, Rockford, IL

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