
Veterinary Office Manager Resume

Job Objective

Experienced Veterinary Office Manager seeking a position with growing firm that can make use of my expertise.

Highlights of Qualifications:

- Experience in administering veterinary office and handling all stray animals
 - Expertise in providing customer services
 - Outstanding knowledge of poison control and associated procedures
 - Operational knowledge of software programs
 - Remarkable ability to interact with pet owner and staff members
 - Ability to handle multiple projects at a time
 - Ability to work at all hours and weekend
 - Familiarity in typing necessary documents
 - Proficient in toxicology
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Professional Experience:

Veterinary Office Manager

Companion Animal Clinic, San Francisco, CA

October 2008 – Present

- Administered working of facility and completed all needs for hospitals.
- Maintained good working relationships with management and adoption centers.
- Hired and trained front office staff and maintained all personnel files.
- Managed all financial work for facility such as tracking invoices and billing and receiving payments.
- Developed ways and increased efficiency and revenue for hospitals.
- Coordinated with veterinary team and provided necessary support.
- Ensured optimal client satisfaction at all times.
- Assisted clients in all queries and maintained effective communication.

Veterinary Office Assistant

Ridgemont Animal Hospital, San Francisco, CA

August 2003 – September 2008

- Managed all cases and assisted customers and veterinarians.
- Monitored working of clinic and maintained all protocols on outbound calls.
- Organized all electronic medical records and documented treatments for various treatments.
- Administered clients and consulted experts if required.
- Assisted Director of content in maintaining all records in accordance to quality assessments.

Veterinary Office Receptionist

AAL, San Francisco, CA

May 1998 – July 2003

- Managed and answered all phone calls.
 - Monitored all appointments on an everyday basis.
 - Handled clients and organized necessary information.
 - Assisted doctors and patients in queries and managing appointments
 - Helped all pets in walking and boarding examination table.
 - Recorded patient history and temperatures.
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Education:

Bachelor's Degree in Veterinary Science

Citrus College, Glendora, CA

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