**Jane Nichols**

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**Objective:** Highly-motivated Veterinary Receptionist in search of position with company in which to use my experience and skills to their fullest potential.

**Highlights of Qualifications:**

* Deep knowledge of the veterinary medicines and Animal Behavior
* Ability to handle multiline phone systems
* Ability to take phone calls, book appointments, and processing payments
* Ability to check clients in and out, answer phones, schedule maintain medical records accurately
* Outstanding communication and customer service skills
* Excellent Veterinary Clinical Skills

**Professional Experience:**

Veterinary Receptionist, August 2005 - Present

Grady Veterinary Hospital, Lubbock, TX

* Maintained the telephone lines and answered all client inquires.
* Scheduled appointments and conveyed all messages to the doctors and the staff.
* Monitored the check in and discharge of the patients, prepared electronic invoices for the same and the final prescriptions.
* Managed all the financial payments such as payables and receivables, compared the days transaction.
* Performed all administrative functions such as managing faxes emails and client inquires.

Veterinary Receptionist, May 2000 – July 2005

South Mesa Veterinary Hospital, Lubbock, TX

* Managed the emails and the online pharmacy transactions.
* Monitored all the financial transactions of the clinic such as the payments made and the credit taken.
* Maintained the data on the computers by performing basic data entry.
* Scheduled all appointments for the clinic, ascertained the need of the visit and assisted them accordingly.
* Prepared a record of the new patient’s vaccine’s history.
* Performed all administrative duties such as client check in and check out and answered all phone calls.

**Education:**

High School Diploma, Eureka High School, Eureka, IL