

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2019
Major: Management Information Systems

ACTIVITIES:

- Volunteer Foster, Philadelphia animal shelters(various), Fall 2017-present
- Volunteer, Philadelphia AIDs Walk, Fall 2016-present
- Member, Alpha Epsilon Phi, Fall 2016-present

EXPERIENCE: RUNAWAY FARM PET HOSPITAL, Pennsburg, PA June 2012-present
Receptionist/Technician Assistant

- Managed over 2,000 patient records in the Cornerstone database for a veterinary clinic with domesticated animals.
- Applied payments including cash, credit, and payment plans.
- Performed surgical procedures alongside the lead veterinarian including spaying/neutering, declawing, anterior cruciate ligament repair, and x-rays
- Established a line of communication between the veterinary staff and the clients so both could understand one another.
- Controlled emergency situations in both a timely and effective manner with the animal's health as top priority.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, Powerpoint
- Spanish (Intermediate), Arabic (Basic)