Resume

Location **Michigan**
https://www.genclassifieds.com/x-638245-z

Available for Hire Immediately
Related jobs preferred but not required
Please respond via email only
Please include your personal or business name in all responses

COVER LETTER:
Dear Sir or Madam,

My name is Lyndsay Mize and I am an energetic, animal (and people) person who is actively seeking employment. It has always been my dream to work with animals and what I lack in professional experience for this field, I make up for with passion and dedication. Since childhood I have always owned at least one pet and have experience in caring for all sorts of pets ranging from birds and rodents to cats/kittens and dogs/puppies. I am currently a single mother to 3 happy healthy kitties and at 27 years old, I have already been dubbed the crazy cat lady. I consider them to be my 4-legged children. I have also pet-sat for school pets and for families who's children attended the daycare where I was formally employed.

Besides me affinity for animals, I have front desk and receptionist experience. My office skills include phone management, book keeping, appointment scheduling, medical records/EMR and customer service. I am proficient with computers and am familiar with most office software.

I guarantee that if you grant me this opportunity you will have a reliable, dedicated and permanent employee who has a real passion for her job. I would even take classes to advance to new positions. If you take chance on me and allow to get my foot in the door in this field, you will not be disappointed.

Thank you for your time and consideration. I look forward to speaking with you soon.

Respectfully,
Lyndsay Mize

P.S. References regarding pet-sitting are also available upon request.

RESUME:
Lyndsay
Mize

SUMMARY
I am looking for immediate employment in a new and exciting career where my skills will be tested daily and there is opportunity for professional, as well as personal

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growth. I am always striving to improve and learn new things, while bettering the company I am employed with.

EXPERIENCE

Kennel Assistant, Fernlee Kennels

Royal Oak, MI May 22 2014 - September 16 2014

My duties included properly feeding and administering various medications to the dogs and cats in my care, maintaining clean and loving environments and activities for all the animals, customer care and money/card handling, dog walking, animal waste disposal, bathing and nail clipping, odd jobs and basic housekeeping.

Primary Caregiver, Sunny Skies Child Care

Huntington Woods, MI -- 20032013

My duties included, but were not limited to: maintaining the health, safety and happiness of all the children (ages 6 weeks to 5 years old) within my care, basic housekeeping, food handling and meal preparation, bookkeeping, cash/check/credit card handling, phone management, promoting/advertising the business, customer service, organizing and supervising various activities, leading/training staff members

Accomplishments

? Maintained a safe, enjoyable learning experience for the children in my care

? Maintained a neat and clean environment for the children

? Handled all customer relations with the utmost professionalism

Receptionist, Creative Concepts Hair Studio

Warren, MI -- 19992002

My duties included managing and scheduling appointments, answering all phone calls in a professional manner, providing excellent customer service, and minor housekeeping. I also ran errands as needed.

Accomplishments

? Kept all scheduling books neat and in order

? Alleviated the strain of scheduling and bookkeeping from the stylists

EDUCATION

Berkley High School

Diploma -- 19992003

General Education and studies. In addition to my studies, I was on the stage crew, assisting with setting up scenes and props for performances. I was a very active alto singer in our a capella choir who also excelled in drawing, ceramics and creative writing.

Everest Institute

Medical Assisting Diploma

-- Feb. 2009 August 2009

Medical terminology, EKG, Injections, Surgical Assisting, CPR, Vital Signs, XRay, Venipuncture, Spirometry, EMR, Charting, Lab testing skills, and Billing/Filing.

SKILLS

? Type 100 words per minutes

? Excellent verbal and written communication skills

? Functional knowledge of PC's and standard office software and hardware

REFERENCES
Available upon