

**Michelle Hamilton**  
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## Profile

Studious high school graduate with a passion for the health and well-being of animals. Possesses valuable skills learned through high-school FFA and is an experienced pet owner who demonstrates empathy and compassion toward all types of animals.

## Key Skills

- Excellent written and verbal communication skills
- Ability to express empathy for both animals and their owners
- Detail oriented
- Able to stand for long periods
- Ability to learn quickly
- Experienced with data entry
- Microsoft Word
- Available for flexible work shifts
- Familiar with veterinarian procedures and equipment

## Education

### **College Prep Diploma, Sacramento High School**

*Sacramento, CA, August 2015 - May 2019, GPA 4.5*

- Took advanced core curriculum classes in science, math and language arts for college credit
- Attended National Honors Society conference
- Member of the debate club
- Volunteered as a teacher's aide

## Work Experience

### **Volunteer, Sacramento Veterinary Clinic, Sacramento, CA**

*January 2019-present*

- Provide support to animals, including cleaning cages, feeding, walking and other basic shelter upkeep tasks
- Assist veterinarian and additional staff with various daily tasks
- Communicate with pet owners
- Answers incoming phone calls
- Mail important reminders to existing patients
- Organize and file patient records
- Help maintain adequate inventory levels of supplies
- Refills paper towels and other exam room essentials as needed