

# MICHELLE HAMILTON

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## EDUCATION

### Candidate: College Prep Diploma

Sacramento High School,  
Sacramento, CA | expected June  
2024

## HIGH SCHOOL HONORS & ACTIVITIES

### Member

Debate Team | August 2022 to  
Present

- Collaborate closely on a 10-person team to form and organize compelling debate arguments

### Attendee

National Honors Society  
Conference | May 2022

High school student with recent volunteer work at a veterinary clinic. Naturally curious and motivated to learn about new healthcare procedures and equipment. Passionate about supporting the health and well-being of all types of animals.

## VOLUNTEER EXPERIENCE

### Sacramento Veterinary Clinic

Sacramento, CA | August 2021 to Present

- Assist veterinarians and staff with various daily tasks such as animal feeding, walking, and cage cleaning
- Facilitate phone, mail, and email communications with pet owners
- File and maintain information on 150+ clients and their pets
- Help maintain adequate inventory of pet medications
- Refill paper towels and other exam room essentials as needed

## KEY SKILLS

- Data Gathering & Entry
- Filing & Documentation
- Microsoft Word, Excel
- Task Prioritization
- Team Collaboration
- Veterinary Procedures & Equipment