

Tedi Zaloom

Veterinary Receptionist

Profile

I have over 1 year of experience as a veterinary receptionist. I am an excellent communicator and have great customer service skills. I am very organized and detail-oriented, and can handle multiple tasks simultaneously. I have a genuine love for animals, and enjoy working in this field.

Employment History

Veterinary Receptionist at Woodland Animal Clinic, MO

Mar 2022 - Present

- Answered an average of 50 phone calls per day.
- Greeted an average of 30 clients per day.
- Checked in patients and updated their medical records.
- Scheduled appointments for clients and pets.
- Processed payments from clients.
- Assisted the veterinarian with examinations and procedures.

Veterinary Assistant at Best Friends Animal Clinic, MO

Jul 2021 - Jan 2022

- Assisted in the care of over 100 animals daily.
- Monitored vital signs and administered medication as needed.
- Performed lab work including blood draws, urinalysis, and fecal exams.
- Assisted with surgical prep and recovery for both small and large animals.
- Educated pet owners on proper at-home care following surgery or illness.
- Maintained cleanliness of clinic by sanitizing equipment and surfaces.

Certificates

Veterinary Receptionist Certificate

Jan 2021

Veterinary Office Management Certificate

Apr 2019

Memberships

American Veterinary Medical Association

National Association of Veterinary Technicians in America

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📍 1001 W 10th St, Kansas City, MO 64105

Education

High School Diploma at Parkway West High School, Ballwin, MO

Sep 2017 - May 2021

Some skills I've learned are time management, how to study for exams, and how to do research.

Links

[linkedin.com/in/tedizaloom](https://www.linkedin.com/in/tedizaloom)

Skills

Answering phones

Greeting clients and their pets

Scheduling appointments

Checking patients in and out

Collecting payments

Handling customer inquiries

Filing

Languages

English

Dutch