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Jessica Conatser

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| Professional Summary  Detail-oriented employee with 20 years of relevant experience and specific expertise in diagnostics, pharmaceuticals and phlebotomy. Recognized for my attentiveness to every client and dedication to excellent animal care and client service.        Work History  Music Marketing & Promotions, 03/2010 to 06/2021  Various   * Responded to email and social media messages according to prescribed policies. * Provided administrative support to senior staff, including creating proposals and organizing documentation. * Helped with planning and hosting of marketing events. * Contributed to mock-ups, email campaigns and social media content. * Motivated team members to meet and exceed sales targets. * Increased brand awareness through event marketing, demonstrations, sales and brand promotion. * Maintained excellent attendance record, consistently arriving to work on time. * Communicated product value, quality and style to educate and entice potential customers. * Sold tickets to concerts, plays and other performances at ticket counter and by online ticketing systems. * Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.   Veterinary Technician, 02/2017 to 04/2021  McCormick Animal Hospital **- Nashville , TN**   * Conducted preliminary patient workups including gathering patient history information, description of symptoms from owner, and documenting presenting condition. * Performed dental cleanings using ultrasonic scaler. * Administer medications, vaccines, and treatments as instructed by veterinarian. * Collected specimens from patients for laboratory analysis for parasites, blood analysis and culture. * Prepared surgical instrument packs and drapes for use in sterile environments by processing in autoclave. * Cared for animals pre and post-surgery, including administering anesthetics and extubating. * Trained and mentored other staff. * Interacted with clients regarding animal health, questions and concerns, education on treatment protocol and general procedures. * Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving. Maintained all hospital pricing. * Positioned animals for diagnostic imaging such as x-rays. * Assisted veterinarian during immunologic, medical, surgical and diagnostic procedures. * Managed office logistics by scheduling appointments, maintaining files and collecting payments using Cornerstone. * Maintained daily progress records, surgery logs, x-ray logs, DEA logs and routine records.         Education  High School Diploma, **06/2003**  Southern Senior High School - Baltimore, MD        Certifications  Digital Radiology Dental Training -Beyond the Crown , - Mary L. Berg BS, RVT, RLATG |  | Contact  **Address** : Nashville, TN 37214 **Address** : Nashville, TN 37214  **Phone** : 6158000470  Email : J.Conatser182@Gmail.com        Skills   * X-Rays * Dental radiography * Anesthetic Administration * Prophylaxis * Closed-chest CPR * Intravenous injection * Medication Administration * Emergency and preventive care * Vaccinations * Instrument pack sterilization * Surgical procedures and support * Diagnostic sampling * Canine and feline intubation * General anesthesia monitoring * File and records management * Inventory counts * Critical thinking * Computer skills * Customer Service * Responsible * Documentation and control * Scheduling * Teamwork * Good telephone etiquette * Inventory and restocking * Training and mentoring * Conflict resolution * Compassion * Sales and marketing * Adaptability * Product Knowledge * Leadership |

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