

Sample of Resume – Industries and Jobs (Medical Care)

Job Title: Veterinary Assistant
Name: Chan Tai Man
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PROFILE

As a graduate of Veterinary Nursing, I am eager to apply my knowledge and practical experience through assisting veterinarian to provide expert nursing care and support for animals. I am a patient and well-organised person. I devoted to work in a well-established veterinary hospital or clinic, and am able to report duty with immediate effect.

WORK EXPERIENCE

Oct 2020 – Sep 2021

Veterinary Assistant, Animal Care Clinic

- To provide daily care of animals, including feeding, recording of animal weight, appetite, signs of illness, and other necessary information.
- To assist veterinarians during examinations to provide health check and treatment of animals
- To perform administrative duties, such as scheduling appointments and purchasing required nursing supplies
- To provide general cleaning of the clinic and disinfecting the surgical equipment

EDUCATION

2018 – 2020

The School of Continuing and Professional Education (SCOPE), City University of Hong Kong

Advanced Diploma in Veterinary Nursing

2012 – 2018

Hong Kong Secondary School

HKDSE: Chinese Language 3, English Language 2, Mathematics 2, Liberal Studies 3, Biology 3, Physics 2

PERSONAL SKILLS

- Proficient in Cantonese and Mandarin, Fluent in English
- Good command of written Chinese and English
- Good command of Chinese and English typing skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)