

Preston Vienneau

Fort Collins, CO 80524

prestonvienneau6_jdn@indeedemail.com

+16155253081

Work Experience

Administrative Assistant 1, Vanderbilt Kennedy Center-TRIAD

Vanderbilt University - Nashville, TN

April 2015 to April 2020

I did administrative work tasks including: filing paperwork, data entry, organizing paperwork, helping with big projects, sorting inventory, stocking inventory, helping and working with coworkers on separate projects. I attended trainings with my coworkers to better understand and help our company do better.

Cat Care Volunteer

Nashville Humane Association - Nashville, TN

January 2019 to December 2019

I volunteered and helped mostly with the cats at the animal shelter. I would help socialize them, clean their litter boxes, feed, give them water, give them toys and play/spend time with them. I would also help them get adopted at the animal shelter to go to a new home. Finally, I cleaned their enclosures.

Library Assistant Volunteer

Green Hills Library - Nashville, TN

January 2018 to December 2018

I helped organize and sort through books to put in their category on the bookshelves. I would sometimes help patrons with questions and help them find the books/information they were looking for. I also cleaned the bookshelves and would stock/restock books on the bookshelves.

Shipping Assistant

Woodard Brothers - Nashville, TN

September 2015 to October 2017

Worked at a warehouse making and providing packages for various organizations that needed supplies for their businesses. I worked with a team to pack and fulfill boxes, then ship them to the clients that we served. The items we packaged were drug-kits to go to the prison system. I also entered the data and inventory in the company system to prepare for shipping.

Retail Assistant

Goodwill Thrift store - Nashville, TN

May 2012 to August 2012

I sorted clothes and organized them on the racks by color and size. I also cleaned the storeroom and would bring the new items that we just got in the store to their designated areas.

Education

College Certification in Vet Tech/Animal Aide Certificate

U.S. Career Institute - Nashville, TN

September 2020 to April 2021

College Certificate in Administrative Office Technology

Tennessee College of Applied Technology-Nashville - Nashville, TN

January 2014 to June 2014

College in General Studies

Trevecca Nazarene University - Nashville, TN

August 2012 to December 2013

Tennessee College of Applied Technology

Cohn Adult High School

Skills

- Animal Care
- Dog Handling
- Data entry
- Organizational skills
- Office experience
- Computer skills
- Kennel Experience
- Animal care
- Animal care
- Customer service
- Communication skills
- Typing
- Reception
- Order fulfillment
- Administrative experience
- Phone etiquette
- Time management
- Front desk
- Pet care
- Animal handling
- Medication administration
- Writing skills
- English
- Custodial experience

- Cleaning
- Microsoft Excel
- Inventory control
- Warehouse management
- Hospital experience
- Baking
- Food preparation
- Food safety
- Food industry
- Cooking
- Kitchen experience
- Filing
- Food service
- Hospitality
- Google Docs
- Computer literacy
- Leadership
- Microsoft Outlook
- Merchandising
- Stocking
- Microsoft Office
- Data collection

Certifications and Licenses

ARC of Tennessee Worker's Initiative Award

CMRA Employee of the Year

Veterinary Technician Certification

April 2021 to Present

From the U.S. Career Institute