

# Tammie O'Donovan

Ottawa, IL 61350

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I am passionate about the satisfaction of others in helping conquer goals. I have great people skills which enables them to feel comfortable in a variety of situations. All I want is to fulfill and be fulfilled.

Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Worker**

Hire Level (Target) - Joliet, IL

August 2021 to Present

Print stickers for all merchandise being loaded onto pallet  
Practice proper lifting techniques  
Repackage merchandise one by one into the appropriate boxes/bags  
Ensure to seal/tape with care  
Place on pallet and place in proper designated lanes for pick-up

### **FedEx Package Handler**

Fed Ex Ground - Kennesaw, GA

May 2021 to August 2021

Scan all packages from the shoot onto the trailers by hand. Weights could vary from 1lb to 150lbs.

### **Personnel Shopper**

Instacart Shoppers - Kennesaw, GA

January 2021 to May 2021

Personnel grocery shopper  
Delivery goods to customer in a timely fashion

### **Surgery/General Practice Veterinary Technician**

MALLARD POINT VETERINARY CLINIC - Channahon, IL

December 2018 to July 2020

Provide emergency first aid to sick or injured animals.

- Assist veterinarians in examining animals to determine the nature of illnesses or injuries.
- Collect laboratory specimens, such as blood, urine, or feces for testing.
- Prepare examination or treatment rooms by stocking them with appropriate supplies.

### **Assistant Manager/Customer Service Representative**

SHIP N MAIL - Morris, IL

February 2017 to September 2017

Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
- Greet persons entering establishments, determine nature and purpose of visit, and direct or escort them to specific destinations.

### **Dental Surgery Technician**

BRICK TOWN VETERINARY HOSPITAL - Township of Brick, NJ  
August 2013 to September 2015

Care for and monitor the condition of animals recovering from surgery.

- Fill prescriptions, measuring medications and labeling containers.
- Take and develop diagnostic radiographs, using x-ray equipment.
- Prepare treatment rooms for surgery.

### **Veterinary Discharge Technician**

RED BANK VETERINARY HOSPITAL - Tinton Falls, NJ  
January 2011 to August 2013

Prepared patients for discharge after surgery were complete and fully recovered.

- Ensured discharge instructions were complete and accurate for proper post-op care.
- Explained in detail any at-home special care and medication instructions.
- Round with all doctors/technicians pertaining to surgery for the day and carry out any special instructions

### **Store Liaison**

PETCO DISTRIBUTION CENTER - Joliet, IL  
September 2003 to November 2008

Divided cargo received by account number and intended location.

- Communicate all emergencies, delays due to weather and carrier schedule changes to customers and supervisors throughout the Midwest.
- Effective problem solver resulting in consistent and accurate delivery program.
- Maintained accurate delivery logs daily, weekly, and monthly.

## Education

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### **A.S. in Veterinary Technician**

VET TECH INSTITUTE AT FOX COLLEGE - Tinley Park, IL  
August 2010

### **High School Diploma**

REED CUSTER HIGH SCHOOL - Braidwood, IL  
June 2000

## Skills

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- Exceptional organizational, written and oral communication skills
- Strong interpersonal and time management skills, huge team player, and exceptionally kind

- Knowledge of Microsoft/Excel and can multitask
- Veterinary Technician Experience
- Customer Service

## Assessments

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### **Supervisory skills: Interpersonal skills — Highly Proficient**

December 2020

Fostering a collaborative environment and conducting difficult conversations

Full results: [Highly Proficient](#)

### **Attention to detail — Proficient**

December 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.