

# Sandra Ward

**Various skill sets. Willingness to learn and grow.**

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I started working when I was in high school. Shortly after graduation I started working for a veterinary hospital. I worked my way up from kennel worker to veterinary technician quickly. I was able to develop multiple skills including customer service, medical procedures, surgical procedures, sterilization and animal restraint. After my husband and I decided to start a family, I was hired at First National Bank as a teller and worked until we were relocated by the army. For the next 20 years I was a stay at home mom raising two boys and a dedicated army spouse. I was involved with numerous volunteer positions and committees over the years. I volunteered as an FRG leader and served once as FRG co-advisor during deployment and was the FRG advisor during my husband's battalion command. Over the years I participated in numerous training sessions to better educate myself about the multiple organizations available to the military and their families. I participated in several seminars specifically geared for FRG leaders and advisors in preparation for deployment which included crisis management, finance and team building. I was involved with advisory boards on battalion, brigade and post level as well as nationwide on occasion. My husband recently retired from the army and my children are in high school. I am looking forward to getting back to the workplace, to learn new skills and open new doors. Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Veterinary Technician**

East Lake Animal Clinic - Killeen, TX - 1995 to 1995

#### Responsibilities

I used the same skills at East Lake as it did at El Centro. At East Lake I shared the responsibilities with two other veterinarian technicians and a veterinary assistant. We had a rotating schedule between assisting the doctor with patient appointments and assisting with surgery and hospital care. I still performed dentals on occasion.

#### Skills Used

I continued to develop my knowledge and skill set as well as working as a team.

### **Veterinary Technician**

El Cento Veterinary Hospital - Killeen, TX - 1993 to 1994

#### Responsibilities

All veterinary technician responsibilities including exam room set up/cleanup and assisting the doctor with appointments. Administering vaccines and medications. Monitoring hospitalized animals and post surgical. I performed all dentals that did not require the veterinarian. I performed all preparation for surgery, assisted in surgery when needed and cleaned and stabilized after. I filled in at reception and in the kennel when we were short staffed.

#### Accomplishments

I was educated on surgical procedures, assisting in surgery and maintenance of surgical supplies; as well as developing X-rays. I also prepared an inventory of all medications in preparation of an inspection by OSHA.

### **Store Associate**

Video Rental - Norwalk, CT - 1990 to 1991

#### Responsibilities

Opening and/or closing the store. Cash register, stocking, and customer service.

#### **Bank Teller**

First National Bank - Copperas Cove, TX - 1996

#### Responsibilities

I Provided account services such as deposits and withdrawals. Prepared cashiers checks and money orders. I assisted in opening and closing accounts. And assisted customers with any issues or questions about their account. I was responsible for reconciling and balancing my cash drawer at the end of my shift as well counting and packaging money. I assisted the bank manager in closing our branch location.

#### **Kennel Technician/Veterinary Technician**

Tomoka Pines Veterinary Hospital - Ormond Beach, FL - 1993

#### Responsibilities

My responsibilities as kennel technician were maintenance of the kennels and general care of pets boarding at the hospital. I was responsible for baths, medicated and unmediated, of the animals. General maintenance of the hospital.

#### Accomplishments

This hospital offered a rotating training opportunity that I was excited to be a part of. I learned how to properly restrain animals, administer vaccines, medications and insert catheters for intravenous fluids. I was taught to draw blood from dogs and cats of all ages and sizes. I was able to identify if and what kind of intestinal parasite an animal may have as well as heart worms under a microscope. I was taught to perform and read standard lab tests for the veterinarians. I was then trained in canine and feline dentistry. By the end of the rotation I had learned to perform general dentistry procedures including cleaning/polishing and simple extractions. The last rotation was at reception where I learned their appointment system, customer service and transactions.

#### **Kennel Assistant**

New Canaan Veterinary Hospital - New Canaan, CT - 1992

#### Responsibilities

Maintaining and cleaning the kennels. Feeding, walking and bathing the pets. I was responsible for all food and pet care deliveries as well as stocking and inventory. General maintenance throughout the hospital.

#### EDUCATION

#### **High school or equivalent**

Wilton High School