

10213 Calera Rd. Philadelphia, Pa 19114

267-353-6314 clec.718@gmail.com

Colleen LeCompte

Objective

To use the skills I have learned to advance further.

Work Experience

10/2015-6/2017 SoBran Inc., Philadelphia, Pa

Receiving Specialist

Received research animals as needed. Entered data into the computer. Conducted a weekly census of the facility. Faxing, filing, and copying.

8/2006-5/2008 Central Bucks Animal Hospital, Warminster, Pa

Veterinary Assistant

Assisted the veterinarian with restraining the animals for exams and vaccines.

Answered phones and scheduled appointments.

Faxing, typing, and filing patient information.

5/2005-8/2006 Azzatori Chiropractic, Willow Grove, Pa

Office Manager

Collected payment for services rendered.

Assisted the doctor with patient exams.

Entered data into the computer, and contacted insurance companies.

Education

9/1996-6/2000 W.B. Saul High School, Philadelphia, Pa

9/2000-6/2002 Manor College, Jenkintown, Pa

