

Schull, Shyanne

From: [REDACTED]
Sent: Wednesday, October 31, 2018 1:48 PM
To: WEBTEAM; Schull, Shyanne
Subject: VOLUNTEER APPLICATION: Animal Services Advisory Board

Application for Animal Services Advisory Board

Additional Information:

I am applying because of my love for animals. Every employer appreciates someone who is a self starter, isn't afraid to to their best to solve problems, and wants to be fair and honest. As someone with a customer support background, I am able to calmly see all sides of issues and help solve problems in an efficient manner. My experience as an Executive Assistant gave me great skills to record meeting details and relay them to other departments will accuracy.

Personal Information

Salutation Ms
First Name PATRICIA
Last Name DENNY
Address 1 [REDACTED]
Address 2 [REDACTED]
City RENO
County Washoe
State NE
Zipcode 89523
Main Phone [REDACTED]
Secondary Phone [REDACTED]
Email Address [REDACTED]
Contact Preference phone
Unsubscribe unchecked

Education Background

School Name Granite Hills High School
Graduated yes
Graduation Year 1985

Course Of Study
General Ed
Degree Earned
GED
Notes

School Name
San Diego County Occupational Training
Graduated

yes

Graduation Year
1985

Course Of Study
Veterinarian Assistant

Degree Earned
Certificate

Notes

Attended a 2 year course to obtain Veterinarian Technician Certificate

Professional Background

Employer

EZinspections

From Date

03/25/12

To Date

10/31/18

Status

contract

Job Title

Customer Tech Support

Duties

Assist customers of Real Estate inspection website and software with their technical questions and requests. EZinspections handles millions of property inspections and property preservation jobs each year. -Answer email and phone calls from field inspector users. -Work with national mortgage inspection companies to streamline their software use. -Liaison between mortgage companies and developer team for issues and changes. -Advanced Excel, Word and Powerpoint experience, Database experience

Employer

Sierra Field Services

From Date

05/01/10

To Date

03/25/12

Status

contract

Job Title

Special Projects Coordinator

Duties

Performed follow up on field inspectors. Contact point person for various national mortgage companies, such as Corelogic, Bank of America Assisted with special projects from back up Accounting Manager to Main switch board, to company function planning and seminar planning.

Employer

Capurro Trucking

From Date

11/01/07

To Date

05/01/10

Status

contract

Job Title

Accounting and Payroll Coordinator

Duties

Performed all duties for Accounts Receivable, Accounts Payable and Payroll. Performed as Network Administrator

Employer

Washoe Medical Center

From Date

06/01/01

To Date

10/21/07

Status

contract

Job Title

Cash Support Supervisor

Duties

Oversaw Customer Service team for hospital Billing Office. Oversaw Accounts Receivable department for incoming payments from insurance companies and patients.

Employer

Petco Animal Supplies, Inc.

From Date

06/15/85

To Date

09/30/00

Status

full-time

Job Title

Executive Assistant to VP

Duties

Held various positions during the 15 years at Petco's corporate offices in San Diego. Store Associate Warehouse Clerk Accounting Clerk Inventory Specialist Executive Assistant to Vice President of Distribution department Moved to Reno and was Store Assistant Manager.

Awards and Honors

Volunteer History

Agency

VetCo

From Date

present

To Date

present

Volunteer Title

Vet Tech

Duties

I worked as a Vet Tech in one of Petco's internal veterinary offices in San Diego. Performed animal husbandry duties as needed for 8 hours per week.