



## CONTACT

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Sacramento, CA 95825

## HOBBIES

Organizing  
Reading  
Writing  
Research & Learning  
Collecting Notebooks

# LEAH DYNES

## EXECUTIVE SUMMARY

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I am seeking part-time exclusively remote, work-from-home employment in a role that does not require an independent workspace at a company that will allow me to serve God and where serving others is prioritized.

## SKILLS

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Data Entry, Record-keeping, Copy Typing, Organizing, Calendaring, Customer Service, Professionalism, Problem-solving

## CERTIFICATIONS

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### Alison

- Data Entry Tools and Techniques, November 2023
- Diploma in Medical Secretary, February 2023

### International Association of Professions (IAP) Career College

- Professional Organizer, September 2022

## INDEED.COM SKILLS ASSESSMENTS

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### Medical Receptionist skills

- Highly Proficient – February 2023

### Attention to detail

- Proficient – February 2023

### Data entry: Attention to detail

- Expert – February 2023

### Verbal communication

- Highly Proficient – February 2023

### Written communication

- Expert – February 2023

## WORK EXPERIENCE

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### **Banfield Pet Hospital | Client Service Coordinator**

March 20, 2023 – December 2, 2023

Sacramento, CA

- Greeted and assisted Clients with any questions or concerns they had in a timely and polite manner, operating multiline phones to address Client concerns and schedule Patient appointments using PetWare based on Doctor/Veterinary Technician availability.
- Checked Patients in, performed in-take; checked Patients out, including collecting any payment due for services provided.
- Experienced in operating and maintaining Electronic Health Record (EHR) system PetWare
- Operated as part of a 2-to-3-person front desk team in delegating daily responsibilities to get needed tasks completed by end of day for the next day
- Served as liaison between Clients and Care Staff (Doctors, Veterinary Technicians, Veterinary Assistants)
- Maneuvered CareCredit website from Provider end to submit CareCredit Card transactions.
- Informed Clients on OWP (Optimum Wellness Plans) and the financial, as well as medical, benefits of these Plans for their Pets.
- Filled Patient prescriptions.
- Counted and handled cash drawer.

### **LoveLee Creationss | Owner**

October 31, 2016 – December 15, 2022

Sacramento, CA

- Product Design and in-house Creation.
- Quality Control of Products, Tracking Product Inventory, Proper Storage, and Protective Shipping
- Design and Production, Staging and Photographing, Product Listing, Packaging and Shipping, and Customer Service.
- Photo editing for Product Listings.
- Graphic Design for Social Media Advertisements, and Logo design using Canva.

### **Goodwill Industries | Clerk Processor**

April 21, 2012 – April 1, 2014

Sacramento, CA

- Greet customers as they enter the store.
- Running Point of Sale system to process customer transactions.
- Organizing Product on shelves for a more visually appealing shopping experience.
- Process book donations and stock them on sales floor by genre.

### **Dollar Tree | Cashier**

January 2012 – April 2012

Sacramento, CA

- Greet customers as they enter the store.
- Assisting customers with their needs.
- Running Point of Sale system to process customer transactions.
- Stocking and facing Products on shelves for a more visually appealing and efficient shopping experience.

## **VOLUNTEER EXPERIENCE**

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### **Saint Ignatius Loyola Parish: Feed a Family: Easter Sacramento, CA**

- March 21, 2024: Assembled cartons for Easter food boxes.
- March 22, 2024: Packed Easter food boxes.

### **Saint Ignatius Loyola Parish: Feed a Family: Christmas Sacramento, CA**

- December 15, 2023: Assembled cartons for Christmas food boxes.
- December 16, 2023: Packed Christmas food boxes.

## **EDUCATION**

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### **High School Diploma**

Encina Preparatory High School  
Sacramento, CA

- August 2006- June 2010

### **Attendance Office Assistant**

Encina Preparatory High School  
Sacramento, CA

Grade Twelve

- Greeted students, parents, and faculty as they entered and exited, operated the phone, took, and relayed messages, transferred calls as necessary, answered questions.
- Aided other areas of the Principal's Office as requested.
- Sorted and distributed mail into addressed mail slots.