

# [Full Name]

[City, State] | [email@example.com] | [(000) 000-0000]

## PROFESSIONAL SUMMARY

[Compassionate and detail-oriented **Animal Shelter Worker** with experience in daily animal care, behavior monitoring, and maintaining clean, safe kennel environments. Skilled in **handling dogs, cats, and small mammals**, administering basic medications under supervision, and supporting adoption processes. Adept at communicating with the public, educating potential adopters, and collaborating with veterinary and volunteer teams to improve animal welfare outcomes.]

## EXPERIENCE

### [Animal Care Technician] | [City Animal Shelter]

[Month YYYY] – [Present] | [City, State]

- [Provided daily care for an average of [40–60] animals, including feeding, watering, cleaning kennels, and monitoring health, resulting in consistently meeting internal welfare and cleanliness standards during inspections.]
- [Observed and documented animal behavior and medical concerns, promptly reporting issues to veterinary staff and contributing to improved early detection of illness and stress-related behaviors.]
- [Supported the adoption process by introducing animals to potential adopters, explaining behavior histories and care requirements, and completing intake and adoption paperwork using [Shelter Management Software/System].]

### [Kennel Attendant] | [Happy Paws Rescue]

[Month YYYY] – [Month YYYY] | [City, State]

- [Maintained a clean, sanitary kennel environment by following established cleaning and disinfection protocols, reducing incidence of preventable kennel-related illnesses among housed animals.]
- [Assisted with intake procedures, including weighing animals, taking basic notes on condition and temperament, and entering records into [Shelter Software/Spreadsheet Tool] to keep files accurate and up to date.]
- [Guided volunteers on safe animal handling, leash walking, and enrichment activities, helping increase the number of daily enrichment sessions and improving overall animal engagement and socialization.]

## EDUCATION

### [Certificate in Animal Care and Handling] | [Community College Name]

[Month YYYY] – [Month YYYY] | [City, State]

- [Relevant coursework: Basic Animal Health, Shelter Operations, Animal Behavior, Safe Handling and Restraint, Customer Service in Animal Care Settings.]

### [High School Diploma] | [High School Name]

[Graduation: Month YYYY] | [City, State]

- [Activities: [Animal-related club/volunteer group], community service projects, and participation in local animal welfare events.]

## SKILLS

- **Animal Care & Handling:** [Safe handling of dogs, cats, and small animals; basic grooming; feeding and watering; kennel cleaning and disinfection; enrichment activities.]
- **Health & Behavior Monitoring:** [Recognizing signs of stress, illness, and injury; recording observations; following instructions for administering medications under supervision.]
- **Shelter Operations:** [Intake and adoption support; accurate record-keeping; use of basic shelter management or spreadsheet software; adherence to safety and sanitation protocols.]

- **Customer & Public Interaction:** [Welcoming visitors, answering questions, explaining adoption procedures, and providing clear guidance on animal care requirements.]
- **Teamwork & Collaboration:** [Working closely with animal care staff, veterinarians, and volunteers; following direction; supporting a positive and compassionate shelter environment.]
- **Time Management:** [Prioritizing tasks during busy periods, completing feeding and cleaning routines on schedule, and responding promptly to urgent animal care needs.]
- **Communication & Documentation:** [Clear verbal communication, legible and accurate note-taking, and respectful communication with adopters, coworkers, and volunteers.]

## PROJECTS & VOLUNTEER EXPERIENCE

---

### **[Enrichment Program Support Volunteer] | [Local Humane Society]**

[Month YYYY] – [Month YYYY] | [City, State]

- [Assisted in preparing and rotating enrichment items (toys, puzzle feeders, scent activities) for dogs and cats, helping increase the variety of daily enrichment options available in the shelter.]
- [Recorded basic behavior observations during enrichment sessions and shared notes with staff to inform training and placement decisions.]

### **[Community Pet Care Outreach Helper] | [Neighborhood Animal Welfare Group]**

[Month YYYY] – [Month YYYY] | [City, State]

- [Supported low-cost vaccination and microchip clinics by helping with check-in, guiding pet owners through forms, and directing them to appropriate service stations.]
- [Distributed educational materials on responsible pet ownership, spay/neuter resources, and basic home care, contributing to increased community awareness of animal welfare services.]