

# Melodie Lu

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## Objective

Seeking a position in a veterinary clinic that allows me to grow professionally, while being able to utilize my skills for the betterment of the welfare in companion animals through dedication and determination.

## Experience

### **UBC Jack Bell Research Centre (Lab Assistant)**

- Perform routine husbandry practices to lab animals, including both small and large animals
- Monitor and perform health checks on lab animal and report complications to related authorities with reports
- Adopting research protocols and perform simple treatments to sick animals

### **Steveston Veterinary Hospital (Assistant/Receptionist)**

**July 2014 - Present**

- Cleaning and feeding injured/sick animals; assisting with medical treatments; restraining animals
- Collecting samples for testing; providing assistance in taking X-rays
- Assisting with dispensing of medications, and create drug labels
- Answering phone calls, collecting payments, filing, and record keeping using AVImark

### **Metrotown Mazda (Receptionist)**

**July 2014 - Present**

- Answering/directing phone calls using multi-line switchboard, booking service appointments
- Providing exceptional customer service
- Stocking vehicles into the software system, filing

### **Richmond SPCA (Volunteer)**

**Dec 2012 - Jan 2014**

- Cleaning, feeding and grooming all types of animals in the shelter (including critters)
- Providing basic information on the animal adoption process
- Disseminating knowledge and resources on animal behavior and welfare to the public

## **Education**

### **University of British Columbia (4<sup>th</sup> year)**

**2012- Present**

- Bachelor of Science in Animal Biology
- Received Entrance Scholarship award

### **Capilano University**

**2011- 2012**

- Dean's list with average GPA 3.7

## **Extra Curriculum Activities**

- Public Relations, UBC Life Sciences Circle

**Sept 2014- Sept 2015**

- Active Member of the UBC Paw Club

**Sept 2013- Present**

## **Skills**

- Able to multitask with attention to detail
- Learn new skills quickly and efficiently
- Skilled in use of Excel, Microsoft Word, AVImark and other computer software
- Enjoy working as a team member as well as independently
- Able to communicate fluently in multiple languages: English, Mandarin, and Cantonese

## **References**

Available upon request