

# Jennifer L Kehoe

Cincinnati, OH

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## **Benedictine University**

*Master of Business Administration; Business Administration*

- Sigma Beta Delta, International Honor Society

## **University of Cincinnati; Raymond Walters College**

*Associate of Applied Science; Veterinary Technology*

- Ohio Veterinary Medical Board                      RVT.2857                      Status: Active    Exp. March 2021
  - Florida Veterinary Technician Association      VT6351                      Status: Active    Exp. December 2021
  - Virginia Board of Veterinary Medicine        0302003554                Status: Active    Exp. 12/31/2021
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## **Technical Skills:**

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| <ul style="list-style-type: none"><li>o Blood draws &amp; IV catheter placement</li><li>o Surgical prep &amp; recovery</li><li>o Anesthetic monitoring</li></ul> | <ul style="list-style-type: none"><li>o Canine urinary catheterization</li><li>o Administer medications (IM, IV, PO, SQ)</li><li>o Animal-handling and restraint</li></ul> |
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## **Personal Skills:**

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| <ul style="list-style-type: none"><li>o Compassionate</li><li>o Strong communicator</li><li>o Strong organizational skills</li><li>o Calm under pressure</li></ul> | <ul style="list-style-type: none"><li>o Team player</li><li>o Mentoring / Training</li><li>o Bookkeeping</li><li>o Inventory Control</li></ul> |
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## **Computer Skills:**

- o Veterinary Practice Management Software: AVIMark, Cornerstone, ezyVet, Smartflow
  - o Confident user of Microsoft Office applications; Office 365 apps, Excel, Word, PowerPoint.
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## **Relief Registered Veterinary Technician, Kehoe's Veterinary & Operational Services**

June 2020 - Present

Offering credentialed veterinary technician relief services to emergency/specialty hospitals and general practices throughout the Greater Cincinnati, OH Region, state of OH, VA, & KY. Available for short or long-term staffing solutions during times of need.

## **Biospecimen Sample Management Supervisor, Medpace Reference Laboratories**

Cincinnati, OH

September 2018 to October 2019

- o Worked directly with the department Director and Manager to assist with planning, implementing test plans, organizing specific areas and delegating duties within the Biorepository services/sample management department.
- o Responsible for 15 direct sample management assistants and 6 indirect project coordinators

- o Maintained department's inventory of supplies and provided stewardship for reporting staff
- o Researched new vendors to source shipping supplies; communicated with current vendors to source new items.
- o Revised and implemented new policies and procedures for the sample archive area
- o Implemented changes to work processes
- o Created employee weekly schedule, on-call schedule, and monitored time-clock in the ADP system

**Registered Veterinary Technician, Bradenton Veterinary Emergency**

Bradenton, FL

November 2017 - May 2018

- o Updated the inventory item descriptions within the practice management software.
- o Updated item pricing based on most recent invoices received.
- o Performed a full inventory count, including inputting those items not already identified within the practice management software, on all pharmaceuticals.
- o Performed all tasks as needed to provide the best emergency care to patients and customer service to clients.

**Practice Manager, Specialists in Companion Animal Neurology**

Sarasota, FL

November 2017 to March 2018

- o Created employee weekly schedule, on-call schedule, and monitor time-clock in the ADP system.
- o Engaged with clients upon arrival to hospital to ease anxiety of both owner and pets.
- o Assist client services with answering phones and scheduling appointments.
- o Increased staff awareness of standards of patient care.
- o Improved staff awareness of OSHA and DEA regulations.
- o Prepared patients for surgery and monitored patient recovery.
- o Performed induction and maintenance of anesthesia, including ventilator support.
- o Performed all necessary duties of a registered veterinary technician as needed.

**RVT / Operations Management Technician, MedVet Medical & Cancer Centers for Pets**

Cincinnati, OH

Sept. 2010 to Oct. 2017

- o Leading an enterprise-level initiative to develop standard operating procedures and guidelines for operations support personnel.
- o Safety and maintenance training on the hospital's facility and equipment for employees.
- o Improved the hospital's cleanliness to facilitate a safe and accident-free environment.
- o Create a more trusting, long-lasting relationship between pet owners and hospital employees by ensuring all materials are available for patient care.
- o Inventory management for hospital medical and non-medical supplies.

**Registered Veterinary Technician and Shift Supervisor**

Sept. 2010 to June 2016

- o Contributing to the highest standard of patient care for emergency and intensive care patients.
- o Ensuring patient medical charts were accurately maintained from check-in to check out.
- o Fostering a lasting and trusted relationship with clients while providing nursing care to beloved pets.
- o Training and mentoring 50+ interns and staff

**Registered Veterinary Technician, Cincinnati Animal Referral & Emergency Center**

Cincinnati, OH

Sept. 2009 to August 2010

- o Maintaining complete and accurate medical records, including hospital treatment sheets and a paperless chart within the practice management software
- o Ensured all inpatient and triage patients received quality care in a timely and efficient manner and communicated this information to pet owners
- o Performed venipuncture, intravenous catheter placement, cystocentesis, and urinary catheter placement

**Staff Supervisor and RVT The Animal Hospital on Mt. Lookout Square**

Cincinnati, OH

May 2006 to Sept. 2009

- o Supervised and trained animal aids and kennel staff members
- o Created job descriptions, training manuals, and yearly performance review
- o Engaged in new-hire interviews and made recommendations to management on whom to hire
- o Developed hospital protocol manuals in accordance to hospital, American Animal Hospital Association, and OSHA regulations
- o Created and maintained appropriate facility records and logs in compliance with regulatory guidelines