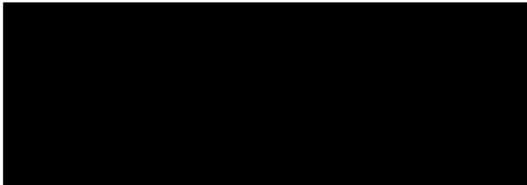


CRYSTEL HERNANDEZ

CONTACT



EDUCATION

King City High School

2006 - 2010

Hartnell College

2011 - 2014

CORE SKILLS

Administrative & Operations

- Scheduling & calendar coordination
- Record keeping & data entry
- Invoicing & financial transactions
- Inventory management

Leadership & Customer Service

- Staff training & supervision
- Client relations & conflict resolution
- Professional communication
- Bilingual (English/Spanish)

Clinical Support

- Diagnostic testing & sample collection
- X-rays & imaging support
- IV catheter placement
- Medication & vaccine administration

PROFILE

Practice manager and Veterinary Assistant with 13 years of experience overseeing daily operations, client services and record management in a fast-paced clinical setting. Proven ability to lead staff, coordinate schedules, maintain accurate records and provide compassionate veterinary service to the public. Bilingual in English and Spanish with a strong commitment to professionalism, organization and community service.

WORK EXPERIENCE

King City Veterinary Clinic

PRACTICE MANAGER AND VETERINARY ASSISTANT

2012 - Present

- Oversee daily operations for a clinic serving 20+ clients with their pets per day, including scheduling, staff coordination and workflow management.
- Maintain accurate records and ensure compliance with administrative procedures.
- Manage client accounts, invoicing and financial transactions.
- Train and supervise staff, supporting a productive and professional work environment.
- Provide compassionate client communication during sensitive and emotional situations.
- Assist in clinical procedures, diagnostics and patient care as needed.

San Ardo School

TEACHER'S AIDE

2010

- Assisted with classroom organization, materials, and student support.
- Helped maintain a structured and respectful learning environment