Olivia Park

Pet Sitter

olivia.park@email.com (206) 555-0174 Seattle, WA linkedin.com/in/oliviapark

Summary

Pet sitter with 2 years of in-home pet care for 30 Seattle households, including overnight stays, drop-in visits and dog walking. Handles medication administration, including subcutaneous fluids and insulin, follows each owner's feeding schedules exactly and sends photo updates after every visit.

Experience

Pet Sitter

07/2024 - Present

Emerald City Pet Sitters

Seattle, WA

Bonded and insured pet sitting company serving north Seattle.

- Make 12 to 15 drop-in visits a day for dogs, cats, rabbits and birds across 4 neighborhoods.
- Give insulin, subcutaneous fluids and pills to 7 pets with chronic conditions, logging each dose.
- Book 25 overnight stays a year, handling mail, plants and home checks alongside pet care.
- Earn repeat bookings from 90% of clients through same-day photo reports and clear client communication.

Veterinary Receptionist

08/2022 - 06/2024

Ballard Animal Clinic

Seattle, WA

Three-doctor small animal clinic.

- Checked in 40+ patients a day and booked appointments in the clinic's scheduling software.
- Explained vaccine and dental estimates to clients, raising estimate acceptance by 10%.
- Processed 30 prescription refill requests a week after confirming doctor approval.
- Called 20 clients a day with vaccine and dental reminders, filling about 15 open appointment slots a week.

Education

Associate of Arts

06/2022

Seattle Central College

Seattle, WA

General Studies

Skills

- In-Home Pet Care
- Medication Administration
- Subcutaneous Fluids
- Dog Walking
- Cat Care
- Feeding Schedules
- Pet First Aid
- Scheduling Software
- Client Communication
- Dependability

Certificates

Cat and Dog First Aid

06/2024

American Red Cross

Certified Professional Pet Sitter (CPPS)

03/2025

Pet Sitters International