



# Juliet Ring

julietaring1424@gmail.com | +61 418 766 429

## Work Experience

Double Bay Veterinary Clinic

January 2024 - June 2024

Veterinary Assistant

- Managed the clinic information system including accessing client information, scheduling appointments, insurance claims and banking and improved on processes
- Administered medication to patients (oral, subcutaneous injections, eye serums)
- Surgical assistance including anaesthetic monitoring chart and preparation of equipment
- Pre and post surgical care and post-mortem care

The Baaa Bar, Dunedin

June 2021 - December 2023

Hostess & Maitre d'

- Built strong rapport with all staff and customers, with the ability to navigate difficult situations
- Worked dynamically with the kitchen and bar teams to provide effective and efficient service
- Managers employee rosters and bar and gambling accounts

Kincoppal Rose-Bay School Sports Department

January 2019 - November 2019

Tennis Instructor

- Planned and executed training programs tailored to specific skillsets
- Accurate observation and adjustment of technique
- Consistency and support in weekday coaching and weekend game attendance

## Education

University of Otago, New Zealand

2023

Bachelor of Science (Zoology)

Kincoppal Rose-Bay School, Sydney

2018

Higher School Certificate

## Skills

- Microsoft Suite, Adobe Suite, Canva, PhotoDirector

## Hobbies

- Tennis, Snowboarding