

IRYNA BORETSKA

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PROFESSIONAL SUMMARY

Friendly, organized, and dependable professional with over four years of experience as a Veterinary Receptionist. Experienced in front desk operations, appointment scheduling, customer service, record management, and payment processing. Strong communication and organizational skills with the ability to multitask in fast-paced environments.

PROFESSIONAL EXPERIENCE

Veterinary Receptionist

Veterinary Clinic | Ukraine 2019–2024

- Welcomed clients and created a positive first impression.
- Scheduled appointments and managed daily calendars.
- Answered phone calls and assisted clients professionally.
- Processed payments and maintained accurate client records.
- Assisted with veterinary pharmacy inventory and medications.
- Coordinated communication between veterinarians and pet owners.

Warehouse Associate

Cannabis Production Company | Michigan 2024–2026

- Managed inventory and prepared orders for shipment.
- Maintained stock accuracy and an organized workspace.
- Worked efficiently in a fast-paced environment.
- Followed safety and quality standards.

Banquet Server & Nightclub Bartender

Michigan 2024

- Provided excellent customer service during banquets and private events.
- Served food and beverages in a fast-paced environment.
- Prepared alcoholic and non-alcoholic beverages.
- Handled cash and card payments.

Archive Assistant

University | Ukraine 2018–2019

- Organized confidential documents and filing systems.
- Assisted with administrative and record management tasks.

EDUCATION

Master's Degree in Documentation Science and Information Activities

Ivano-Frankivsk National Technical University of Oil and Gas

2021

- Field of Study: Information, Library and Archival Studies

CORE SKILLS

Front Desk Operations • Customer Service • Appointment Scheduling • Administrative Support • Microsoft Office • Google Workspace • Cash Handling • Organization • Communication • Attention to Detail • Multitasking • Teamwork • Fast Learner

LANGUAGES

- Ukrainian — Native
- Russian — Fluent
- English — Conversational