**James F. Hendrick**

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**Job Objective:**

Seeking a position of a dog/pet sitter with 'XYZ Pet Care' where I can use my genuine love for animals and experience to provide proper care, exercise, fun-activities, and company.

**Summary of Skills:**

* Good knowledge about pet grooming, bathing and cleaning methods for different dog breeds
* Develop a new training program that ensures proper exercise for dogs
* Capable of managing aggressive pets and handling emergency situations by using techniques for behavioral management
* In-depth information about Canine CPR and first aid to handle medical situations
* Hands-on experience of working on different breed dogs under the supervision of veterinary doctors
* Compassion for pets, ability to give training, and handle playtime management to ensure good health of canines
* Good communication and organizational skills

**Work Experience:**

Dog Sitter & Caretaker

Canine Care Center, Bettendorf, Iowa

January 2017 – Present

* Performing overnight dog sitting duties for clients at their residence or moving the pets to my residence in case of emergencies
* Providing basic obedience training to aggressive dogs and helping them in behavioral modification by using playful methods
* Assisting pet owners who have recently adopted canines by teaching them basic grooming techniques
* Helping raise canines like Pekinese, Chihuahua, Pug, Boxer, Shih Tzu and other breeds right from their birth
* Taking dogs for a long walk and teaching them new exercising routines to ensure they stay energetic and happy when way from owners
* Staying at client's homes for long weekends, work schedules or for extended vacations as per the need and addressing to their pet's needs

Dog Sitter

Stifles Animal Shelter, Bettendorf, Iowa

March 2015 – December 2016

* Provided a loving place to dogs and ensured their comfort when they are away from the owners
* Coordinated with owners over phone and mail to understand their pet's food requirements as well as methods to restrain aggressive behavior
* Took responsibility for walking and exercising more than 5 dogs daily and encouraged friendly relations in different breed dogs
* Performed duties of grooming pets and took them for outdoor activities in dog parks
* Prepared proper schedule of diet and nutrition plan for the dogs in the shelter and devised their rest timings after consulting the owners
* Developed long-term relationships with loyal customers and bonded with their pets outside the shelter center

Pet Volunteer & Dog Sitter

Elvis Pet Care, Bettendorf, Iowa

September 2013 – February 2015

* Cared for pet safety by providing specific medical needs and reminding owners for timely vaccinations
* Administered necessary medication to dogs suffering with injuries, and maintained the proper diet of all animals of the shelter
* Prepared schedules for drop-offs and pick-ups for the pet owners and coordinated the shelter home timings to new clients
* Took responsibility to handle indoor play activities and ensured that the canines did not get aggressive on other dogs in the games
* Assisted volunteers to provide proper food to each dog and ensured every pet dog's diet requirements were met
* Adhered to customer advice/complaints and worked with team to increase customer satisfaction

Assistant Dog Sitter

Shalom's Veterinary Clinic. Bettendorf, Iowa

July 2012 – August 2013

* Assisted veterinary doctors for physical examination of pets and comforted the owners in case of serious injury cases
* Maintained a record of the clients and helped the doctor determine power of medication for regular customers
* Followed owner instructions on animal needs and held interactive activities to boost their energy levels
* Maintained a clean surrounding near or inside the clinic and initiated dog sitting duties nearby to help the clients
* Started to work as dog sitter for clients living near my residence on weekends and even weekdays as per need
* Handled queries on call and greeted new clients at the clinic by explaining all the observed regulations

**Education:**

* Diploma in Animal Care Specialist Iowa State University, Ames, IA 2012  
  High School Diploma Kirkwood Community College, Kirkwood, IA 2011

**Reference:**

On request.