MARIA CARRASCO

VETERINARY CLIENT SERVICES &
MARKETING COORDINATOR

CONTACT

(224) 230 - 1712
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Glendale Heights, IL

EDUCATION

College of Dupage
Associate Degree In Progress
August 2023 - Current

LANGUAGES

Spanish - Native
English - Fluent

KEY SKILLS

- Customer Service and Client Support
- Social Media Marketing and Managing Experience
- Medical Knowledge
- Phone Ettiquette and Communication
- Translation Experience

REFERENCES

Samantha Coyner
Reception Manager at Wheaton Animal Hospital
(630) 770 - 6463

Erin Catalano
Hospital Manager at Wheaton Animal Hospital
(708) 704 - 2183

PROFESSIONAL SUMMARY

I am a bilingual veterinary professional with 7+ years of customer service, hospitality, and marketing coordination experience.
I am fluent in both English and Spanish and take pride in my strong communication skills.
I am currently pursuing an Associate of Arts in Mass Communications to combine my passion for the veterinary field with expertise in marketing and media.

EXPERIENCE

MARKETING COORDINATOR / VETERINARY RECEPTIONIST
Wheaton Animal Hospital - Glen Ellyn, IL
May 2021 - Present

- Run Wheaton Animal Hospital's social media pages, along with engaging with clients and businesses
- Plan Hospital events for community outreach
- Schedule appointments, obtain medical information, and process payments
- Translate medical information for Spanish-speaking clients

SPANISH TEACHER
The Learning Lab LLC - Woodridge, IL
November 2023 - Present

- Teach Spanish in a fun and interactive way to elementary school students
- Create engating lesson plans and hands-on classroom activities
- Maintain a Spanish-only environment to help students build fluency
- Parent/Teacher communication