

Deri Riggins

PO Box 8654

Woodland, California

95776

(530) 908-6020

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OBJECTIVE

To work in a friendly environment where I can continue to learn as well as offer the skills I've acquired.

SKILLS INCLUDE

Office/Other:

Handling phones
Filing/setting up new charts
Dealing with clients
Dealing with representatives
Scheduling appointments
Handling register
Checking in and discharging clients/patients
Deposits
General closing
Handling problems with clients/staff
General problem solving
Sales
Ordering
Computer work
Data entry/typing
Organizing procedures/staff
Teaching/trainings

Computer:

Adobe Photoshop
Chat/email programs
BEdit (HTML)
Adobe InDesign
Appleworks
QuarkExpress
Corel Draw
Excel
PageMaker
GroupMail
Various scanning software
Cornerstone (veterinary)
Word/Microsoft Office
CD burners
Retrospect (back up software)
Macintosh and Windows
WACOM Tablets
Various antivirus/disk utilities
Flatbed scanners
Variable data software

Medical:

IV Catheters
Sample collection
Radiographs
Medicating/calculating dosages
History taking
Bandaging
Anesthesia induction/monitoring
Restraint (cats/dogs)
Lab work
Intubation
Surgical prep
General care
Maintaining logs of controlled drugs
Maintaining surgical logs
Teaching/training
Pharmacy work
Organizing procedures/staff

EMPLOYMENT/EXPERIENCE

Document Works, Sacramento, CA

June 7, 2008 - Current

Digital/Prepress: Prepare files to go to digital printers or Ripit plate system for press. Set up variable data items for both Document Works and clients. Client training/tech help for using software and setting up files. Digital production including running jobs on digital printers. In house design for various items including marketing tools. Assist with phones, bindery, and office in general.

F&F Multiprint, Woodland, CA

November 17, 2003 - April 1, 2008

Graphic Designer: Main graphic Designer for a copy/design shop. Developed items ranging from simple letterhead to fliers and brochures as well as full color business cards. Trouble shooting various issues and problems. Also worked the front counter which included handling phones, clients, running a variety of printers/copiers, shipping and the register.

California Registered Notary

March 15, 2004 - March 15, 2008

Animal Medical Centers of Sacramento, Sacramento, CA

July 24, 2000 - November 14, 2003

Registered Veterinary Technician: Natomas AMC and Stanford Ranch AMC. Worked as Head Technician at Natomas for a year and Co Head Tech at Stanford Ranch. Responsible for opening and closing clinics. Handling problems with clients, patients and staff. General technician and reception duties (see skills). Ordering, general maintenance and operations in both clinics.

Acacia Pet Clinic, San Jose, CA

April 1, 1997 - March 26, 2000

Veterinary Technician: Unregistered Veterinary Assistant and then Registered Vet. Tech. as of Oct. 1999. Rotated through various positions including lead technician (treatment coordinator), surgery prep, reception, pharmacy/lab work and kennels. Responsible for general technician and reception duties. Opening and closing the clinic.

Kiddie World, San Jose, CA

March 10, 1993 - December 30, 1994

Sales Clerk/Cashier: Stocked aisles, assisted customers in the store and on the phone. In addition worked cash register in the hobby department, checked in orders and worked with model distributor representative.

The Malibu Times, Malibu, CA

January 4, 1988 - October 13, 1992

Typesetter: Typeset, pagination and pre-press work for two weekly newspapers. Worked on QuadriTek 1200 Phototypeset machine and Macintosh computers. Responsible for all editorial and legal notice typesetting/pagination. Assisted in redesigns, halftones and stats as well as in managing production in between art directors. Training of new staff.

Best Printing, Santa Monica, CA Typesetter/Pre-press

July 1, 1986 - December 1, 1987

Steve's Rexall Pharmacy, Los Angeles, CA Cashier/Pharmacy Technician

December 1, 1984 - June 1, 1987

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EDUCATION

Foothill Community College

Jan. 1995-June 1999

Major: Veterinary Technician -- AS degree

Graduate with honors

West Los Angeles Junior Community College

Sept. 1984-Feb. 2, 1987

Advanced Certificate in Travel Agency Operations

Graduate with honors

Venice High School

Graduated June 1984

3.57 GPA

Major: Music

Second Major: Printing

AWARDS/HONORS

Phi Theta Kappa Society Member -- Foothill College branch, charter member

Dean's List -- Foothill College

Dean's List -- West Los Angeles College

High honors graduate in high school

\$100 scholarship for college from elementary school PTA

Best Sophomore All Categories -- Rotary Club High School Industrial Arts show and exhibit

REFERENCES

Available upon request

Portfolio online: www.cherokeespirit.com/portfolio/