



# COLLEEN MAE D. ESPERA

ASPIRING VETERINARY VIRTUAL ASSISTANT

## CONTACT

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Cagayan de Oro City,  
Philippines 9000

## EDUCATION

**Bachelor of Science in Veterinary  
Medicine**

Central Mindanao University  
Currently on academic leave

## SKILLS

- Veterinary knowledge and animal care support
- Client communication and customer service
- Appointment scheduling & data management
- Strong attention to detail and accuracy
- Google Workspace & Microsoft Office proficiency
- Task prioritization & remote time management
- Professionalism and discretion with sensitive information
- Fast learner, adaptable, and team-oriented

## LANGUAGES

- English (Fluent)
- Filipino (Fluent)



## PROFILE

I'm Colleen Mae D. Espera, an undergraduate student pursuing a degree in Veterinary Medicine, currently on academic leave. With hands-on experience in animal care, administrative support, and customer service, I'm passionate about combining my veterinary knowledge with strong communication and organizational skills. I enjoy helping both clients and their pets by ensuring smooth, compassionate, and efficient support—especially in virtual settings. I'm highly adaptable, detail-oriented, and always eager to learn and grow in a supportive team environment.



## RELEVANT EXPERIENCE

**Veterinary Volunteer** 2022-2023  
Central Mindanao University

- Performed spay and neuter surgeries and provided pre- and post-operative care under supervision
- Assisted in diagnosing conditions, formulating treatment plans, and administering prescribed medications under the guidance of licensed veterinarians
- Handled administrative tasks, logged patient data, and coordinated with pet owners

**Research Writer– Veterinary Medicine** 2022  
College Project

- Wrote a comprehensive research paper on a veterinary topic as part of an academic project.
- Conducted in-depth literature review, gathered data, and analyzed findings.
- Presented results in a well-structured and professional format.
- Strengthened skills in scientific writing, critical thinking, and veterinary knowledge

**Bookkeeping Assistant (Work immersion)** 2019  
Accounting Department

- Recorded and organized invoices and payment data
- Ensured accuracy and confidentiality in financial records

**Sales Associate (Part-Time)** 2021-2022  
Family-Owned Micro Retail Store

- Provided friendly customer service and handled transactions
- Maintained product inventory and store organization

**Freelance Commissions** 2023-PRESENT

- Created quizzes, reports, and grade sheets for academic clients
- Designed educational graphics using Canva
- Handled basic video editing and document formatting