

Kaleb Osbeck

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EXPERIENCE

Central Animal Hospital, Mount Pleasant MI — *Data Entry/Janitorial Maintenance/Veterinarian Assistant*

January 2015 - May 2020

- Produced new database and document formats to effectively display and catalog company financial and client data, proofreading data to ensure no grammatical, spelling, or mathematical errors.
- Transferred all written files into databases and ensured secure destruction and cataloging of outdated records
- Ensured facilities upkeep and cleanliness to sufficient standards after every business day, maintaining the facility's floors, surfaces, and work areas were prepared for the next day.
- Restrained and stabilized animals during examination and treatment to safeguard against accidental injuries.
- Assisted in after-hours C-Section surgeries and subsequent puppy care.

Tricia Boerma, Mount Pleasant MI — *Dog/House Sitter*

August 2018 - December 2019

- Adhered to all pet care plans and medication requirements while following the owner's instructions on pet feeding and the security of the owner's home.
- Fed owner's animals twice daily and walked the animals three times per day to avoid accidents in the house or pet's bedding.

Michele Keeler, Mount Pleasant MI — *Dog/House Sitter*

June 2009 - September 2014

- Fed owner's animals twice daily and walked animals three times per day to avoid accidents in the house or pet's bedding.
- Maintained owner's home security by locking all doors, activating lights, and monitoring the home throughout the day during extended time periods of the owner's absence.

First Church of Christ, Mount Pleasant MI — *Computer Audio/Visual Operator*

March 2010 - September 2012

- Performed audio/visual setup prior to ceremonies and operated computer projector and audio systems during weddings and church services.

EDUCATION

Central Michigan University, Mount Pleasant MI —

Studied: Secondary Education - Social Studies Major - History Minor

Fall 2016-2017 - Fall 2018-2019

- Completed 2.5 years or 75 cumulative GPA Hours of coursework.
- Completed coursework in all standard prerequisite subjects.
- 3.78 Cumulative GPA.
- Dean's List Honoree (3.5-3.99 GPA); Spring 2017, Fall 2017, Spring 2018.
- Presidents List Honoree (4.0 GPA); Fall 2018.
- Academic Excellence Scholarship Recipient.

SKILLS

- Data Filing, Archiving, and Transcription
- Proficient with Word, Excel, PowerPoint, and Google Docs
- Time Management/Multi-Tasking
- Adaptability

Activities

- Participated in the historical information documentation of the Michigan PBB Chemical Crisis of the 1970s alongside members of the Central Michigan University Environmental History course. (Fall 2018-2019)
- Member of the National Technical Honor Society (Inducted: 2016).
- Participated in (4 years) and was a student leader (3 years) in the Mount Pleasant High School Competitive Marching Band.