

# Chelsie R Falen

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## WORK EXPERIENCE

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**Westwind Morgans, Laurin, MT**

06/2019 - Present

*Stablehand/ Office Assistant 10-43 hours/week*

- Keeps health records for over 100 head of horses including pedigrees, farrier trims, vaccine history, ultrasound sheets, breeding status, and foaling dates
- Inputs important information on Excel sheets
- Compiles requested reports as needed
- Maintains and updates the equine database
- Assists in business decisions, marketing, future goals, and meeting plans
- Answers and creates emails throughout the week
- Feeds 50+ horses the adequate amount of hay, grain, and water per day
- Checks two large pastures each evening and looks for any injuries that might've occurred overnight or during the day
- Looks for signs of colic, lameness, and excessive sweating or freezing throughout the seasons
- Monitors signs of foaling every spring. Checks for labor progress and any complications
- Administers medications or supplements as needed
- Assists vet during exams and vaccine administration. Informs vet of important information for records such as name, age, foaling or injury history, etc.
- Ensures overall upkeep, mucks stalls, rearranges horses in facility, moves horses in and out of the barn frequently

**Mountainview Veterinary Services, Twin Bridges, MT**

07/2018 - 01/2023

*Veterinary Technician/Assistant 12-28 hours/week*

- Answered phones and helped with front desk duties such as checking in patients, receiving payments, and organizing documents
- Checked and ordered facility inventory as needed
- Assisted veterinarians with proper handling of animals while an exam was done
- Filled prescriptions for veterinarians to give to owners
- Obtained patient history, vitals, and weight prior to clients appointment with the veterinarian
- Properly prepared patients, instruments, and equipment for surgeries
- Drew blood and took a urinalysis sample to be tested prior to required procedures or per veterinarians request for medical diagnosis
- Monitored animals during after-care following extubating and post-op surgeries to prevent possible complications
- Took radiographs while demonstrating proper positioning techniques
- Worked with kennel techs and other veterinary technicians in the field to complete tasks
- Kept up with daily laundry, dishes, and properly cleaned surgical instruments and equine tools

**Gerald Champion Regional Medical Center, Alamogordo, NM**

05/2016 - 03/2018

*Patient Registration Interviewer Float- PRN*

- Covered at any of the 15 Physician Practice front desk offices and often requested to float to more than one per day; coverage included Pediatrics, Cancer Center, Family Practice, Endocrinology and other clinics with all duties

- Understood personal preference and requirements for each provider's schedule
- Used appropriate medical terminology
- Booked, cancelled, and rescheduled patient appointments when required
- Answered phones which often had more than two lines ringing simultaneously
- Scanned and faxed documents to the hospital EMR systems and other authorized locations; verified correct patient insurances
- Utilized four different computer systems, sometimes at the same time
- Dealt with cash drawer and daily close duties

**Old Apple Barn, High Rolls, NM**

10/2015 - 03/2018

*Cashier/Sales Associate 16-32 hours/week*

- Greeted customers and introduced myself as they walked inside the building or shopped
- Provided helpful and friendly customer service for the locals and visiting tourists
- Prepared food and drinks during the lunch rush and throughout the day
- Cashiered for long lines and maintained store upkeep
- Gave tour of stores merchandise aisles
- Priced items, stocked inventory, and answered the phone

**Lowe's Grocery Store, Alamogordo, NM**

10/2014 - 05/2016

*Cashier 24-40 hours/week*

- Responsible for all cashier duties; bagged groceries and was alcohol sale certified
- Operated cash register and computer program
- Provided customer service through the handling of merchandise
- Helped assist customers regarding store related questions and grocery isles
- Organized and cleaned the break-room atleast one day per week

## **EDUCATION**

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**New Mexico State University of Alamogordo** Alamogordo, NM

2013 - 2015

Associate of General Arts

- Completed Associate's degree, graduated early
- Discovered desire to work in a field involving helping people or animals
- Attended Criminal Justice college course while completing senior year of High School
- Received Air Force Aid Society General H. Arnold Education Grant

## **SKILLS**

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- Utilized EHR systems and Microsoft software
- Experience in office settings, and can type 65 wpm
- Familiar with different types of documents
- Accustomed to working in both slow and fast paced environments
- Skilled at multi-tasking and adjusts to new and unfamiliar situations quickly