

Sara Edwards

Edwards.SCF@gmail.com

1012 Ponderosa Drive

Fort Collins, CO

80521

970-412-2925

Education

Colorado State University <i>Bachelor of Science</i>	Fort Collins, CO <i>Equine Science</i>	Exp. Grad: May 2025
Bowdoin College <i>Bachelor of Arts</i>	Brunswick, ME <i>Biology</i>	Fall 1995 – Dec 2000

Work Experience

Elevated, Inc. <i>Accounting Clerk</i>	Fort Collins, CO	Feb 2019 - Present
<ul style="list-style-type: none">∴ Ensure accurate and thorough data for vendors, invoices, payment details∴ Problem-solve process change and development to ensure accuracy and efficiency∴ Communicate effectively with team members and vendors in a timely and helpful manner		
UC Health <i>Oncology Massage Therapist</i>	Fort Collins, CO	Aug 2017 – Apr 2018
<ul style="list-style-type: none">∴ Administer therapeutic massage to in- and out-patients undergoing cancer treatment∴ Assess massage needs and medical indications for safe delivery of treatment∴ Document treatments and communicate with team member and patients		
The Eye Surgery Institute <i>Administrator</i>	Bend, OR	Sept 2005 – Sept 2011
<ul style="list-style-type: none">∴ Manage 10 administrative and billing staff for 2-doctor ophthalmology practice and ASC∴ Lead team training and meeting facilitation on a regular basis∴ Manage financial, risk, legal, billing, contracting, marketing elements for practice∴ Significant contribution to decision making and process improvement		
Banfield Pet Hospital <i>Quality Assurance</i>	Portland, OR	Oct 2003 – Sept 2005
<ul style="list-style-type: none">∴ Track and help resolve incidents of risk for international veterinary practice business∴ Facilitate communication between veterinarians and head quarter staff as needed∴ Work closely with Chief Medical Officer to ensure quality of service and support for vets		
Guide Dogs for the Blind <i>Kennel Tech</i>	Boring, OR	May 2001 – Oct 2003
<ul style="list-style-type: none">∴ Part of team responsible for care for guide-dogs-in-training while in kennel∴ Monitor health, assist vet, administer oral and topical medications, bathe, exercise dogs∴ Reinforce training, learn positive reinforcement, and employ Tellington T-Touch		

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Volunteer and Early Paid Work

MPHA

Remote

Oct 2022 - Present

Data Entry

∴ Support rare breed by assisting Mountain Pleasure Horse Association with data entry

Colorado State University

Fort Collins, CO

Sept 2021 – Dec 2021

Behavior Scribe

∴ Behavior coding according to established ethogram under supervision of graduate student and research head Sarah Matlock

Guiding Eyes for the Blind

Brunswick, ME

1997-1998

Puppy Raiser

∴ Raise puppy through puppy raising program. Attend chapter meetings. Learn training methods. Care for guide dog in training.

Humane Society

San Bernardino, CA

1994

Spay/Neuter Clinic Volunteer

∴ Support dogs post-surgically. Work in retail arm.

Small Animal Practice

Chehalis, WA

Summers 1991 - 1993

Assistant to Veterinarian

∴ Assistant in a small and large animal practice. Restrain, clean, care for kenneled animals.