

# **MICHELLE VON GUNTEN**

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## **Highlights of Qualifications**

- Nine years actively involved in family's dairy, beef and cash crop operation
- Adaptable and highly motivated to learn technical and management skills
- Apply time management techniques to maximize productivity

## **Competencies and Skills**

### **Farm Management**

- Check, diagnose and treat sick animals and monitor herd health protocols
- Reliably milk 100 cows twice daily in nine by nine parallel parlour
- Safely operate tractors, pay-loader, bobcat and harvesting equipment
- Clean, sanitize and maintain milking equipment and facilities
- Keep detailed herd records for analysis and future decision making
- Formulate rations to maximize herd health and optimize production

### **Leadership**

- Lead a group or team towards successful performance
- Communicate to build team values and trust
- Evaluate team members' strengths to assign appropriate roles
- Motivate and encourage equal participation in group activities
- Set realistic and attainable goals to meet deadlines and objectives

### **Technology**

- Utilize Quick Books, and Simply Accounting to manage financial information
- Use AG Expert program to record data and optimize management decisions
- Create documents in Microsoft Word, Power Point and Excel

### **Customer Service**

- Listen actively to co-workers and clients to understand their needs and perspectives
- Treat customers courteously and develop long-term relationships
- Resolve problems for the mutual benefit of both parties

### **Project Management**

- Identify and analyze the problem
- Evaluate alternatives and find solutions
- Manage competing priorities by being resourceful and using time effectively
- Understand and execute cost/benefit analysis
- Create budget to suit project needs
- Assemble a team with the right mix of skills
- Delegate responsibility and promote interaction

## **MICHELLE VON GUNTEN**

### **Education**

- Bachelor of Applied Science - Agribusiness Candidate  
Olds College, Olds, Alberta
- Diploma in Agriculture (Finance Major) 2014  
Olds College, Olds, Alberta

### **Employment**

- Keyera, Rimbey Gas Plant May-August 2013 & 2014  
Rimbey, Alberta
- Innislake Dairy Farm Ltd. September - April 2013  
Olds, Alberta
- Executive Cleaning January - May 2013  
Olds, Alberta
- Wild Bronco Ranch Ltd 2007 - Present  
Rimbey, Alberta
- Creations Catering June 2008 - August 2010  
Rocky Mountain House, Alberta

### **Certificates and Licenses**

- WHMIS
- First Aid
- Green Certificate - Dairy Program and Cow/Calf Program
- Equine Massage Certificate - Level 1
- Valid Class 5 Drivers Licence with a Clean Drivers Abstract

### **4-H Involvement**

- Eight years actively involved with 30 member Rimbey 4-H beef club
- Club president 2011 to 2013
  - Chaired monthly meetings, planned events and represented club at district meetings
- Awarded a two week trip to the North West Territories by '4-H Selections'
- Won Public Speaking contest at 'Zones Level' for 5 years
- Assisted junior members determine and achieve their individual goals
- Participated in exchanges to Ontario in 2008 and Nova Scotia in 2010

### **Achievements**

- High School female athlete of the year in 2012
- 4-H 'Member of Merit' 2011 and 2012
- Rimbey Rodeo Princess 2010 to 2011

### **References Available Upon Request**