

NAME

Phone / Email

EDUCATION

University Wisconsin-Milwaukee

December 20xx

Bachelor of Science in Occupational Science and Technology

Certificate in Therapeutic Recreation

Dean's List 6 semesters

ACTIVITIES

- UWM Student Occupational Therapy Association Fall 20xx-present
- College of Health Sciences Student Representative for Recruitment Spring 20xx-Spring 20xx
- UWM Intramural Basketball, Soccer, Volleyball Fall 20xx-present
- Volunteered at PACA, Pan African Community Association Spring 20xx

OCCUPATIONAL THERAPY EXPERIENCE

In Home Therapy Caregiver

Private Residence - Milwaukee, WI

October 20xx-present

- Aid and facilitate occupational therapy activities; enhance mobility and achieve a higher level of independence for individual who has significant delays, impairments, and unable to verbally communicate
- Observe and learn new techniques from a registered OT to independently implement with the individual
- Guide individual in daily living activities and implement activities that strengthen fine and gross motor skills
- Balance multiple duties while caring for an individual who is highly dependent on others for ADLs and IADLs
- Complete daily logs to communicate and relay messages to certified OT and family
- Collaborate with family and certified OT to evaluate progress and adjust interventions to achieve target goals

Volunteer/Observation

November 20xx-present

Rehab Rehabilitation Inc.- Sheboygan, WI

- Shadow a registered Occupational Therapist in pediatrics
- Type and review clients' goals and progress sheets, gaining knowledge of short/long-term goal adaptations
- Perform therapy activities with assistance and direct supervision of an OT
- Observe a range of disabilities and techniques adapted to an individual by the OT

Volunteer/Observation

December 20xx-present

Northview Elementary School - Howards Grove, WI

- Shadow a registered Occupational Therapist in a school-based setting
- Implement therapy activities with children under direct supervision of an OT
- Observe children's functional abilities in the special education classroom increasing understanding of justification for therapy services
- Expand knowledge of various therapeutic activities to accomplish daily progress goals

CHILD CARE EXPERIENCE

Child Care Provider

August 20xx-August 20xx

Kohler Kare - Kohler, WI

- Supervised 15-30 children ages 4-13 in after school and summer day programs and during field trips
- Observed social interactions of children in their natural settings using play
- Strengthened awareness of physical, intellectual, and emotional aspects of child development
- Adapted activities to accommodate each child's individual needs and abilities
- Applied organizational and time management skills in a team setting to implement schedules and routines

CUSTOMER SERVICE / COMMUNICATION

Server and Sales Associate

Urbane - Sheboygan, WI

June 20xx-present

UWM Restaurant Operations - Milwaukee, WI

August 20xx-present

American Eagle - Milwaukee, WI

August 20xx-April 20xx

Sweet Potatoes Boutique - Kohler, WI

September 20xx-August 20xx

- Create a welcoming environment that ensures the highest possible levels of customer care with a focus on rapport and relationship building
- Efficiently and simultaneously meet the individual needs and expectations of multiple customers while maintaining quality service
- Collaborate and multitask with a team as well as independently to effectively plan and achieve business goals
- Monitor and record inventory to guarantee company standards are met
- Train and provide on the job support to new employees
- Receive consistent wage increases for hard work and dedication

Factory Worker

June 20xx-present

Nemak - Sheboygan, WI

- Adhere to strict health and safety codes and regulations
- Successfully meet daily and weekly goals set by supervisor and management
- Individually manage time and projects while working with others

Office Assistant

August 20xx-August 20xx

Classic Title Services Inc. - Sheboygan, WI

- Applied organizational abilities and attention to detail when preparing and managing documents
- Greeted clients and answered phone calls in a professional manner

SKILLS AND ABILITIES

- Effective application of client diversity, occupational rehabilitation, and person first terminology
- Understanding of application of therapeutic recreation
- Ability to adapt situations and techniques to client as needed for efficient sessions
- Knowledgeable in evidence based practice
- Effective problem solver; prioritize and manage heavy work flow without direct supervision
- "Can do" attitude; work cooperatively with coworkers and supervisor
- Excellent working relationship with clients and coworkers