

## **Qualifications Summary**

- License: **Certified Occupational Therapy Assistant** and **Nationwide Multistate Licensing System (NMLS #1940464)**
- Excellent knowledge of human psychology and behavior with immense interest for working with disabled individuals
- Wide-ranging public relations skill set and strong customer service
- Enthusiastic to motivate and ignite a passion within individuals to make their life normal
- Exceptional communication, listening, time management, and organization skills
- Sympathetic, empathetic, and patient attitude with positive thinking
- Outstanding critical thinking skills. Able to use logic and reasoning to identify the strengths and weaknesses of patients
- Extensive experience with Information Technology (IT) systems including Power Point, Microsoft Office, computerized documentation, and SOAP note documentation

## **Professional Experience:**

### *Goodwill Industries, Fort Wayne, IN*

*2018 to 2019*

Employment Transition Services - developed and implemented curriculum and activities in a group or individually directly to students with disabilities and at-risk students.

- Taught students workplace readiness skills, including hard and soft skills, job seeking tools, customer service finance, among other skill sets
- Established job counseling program with the Juvenile Detention Alternatives Initiative (JDAI)
- Educated and developed employability skills for students, instructed students in life skills, and explored local labor market and in-demand occupations
- Created and executed summer program for disabled and at-risk students to further advance their transition to employment and enhance their employability skills, including job shadow opportunities, personal finance, interpersonal relationships, tours with local businesses to identify work skills needed for employment

### *Mental Health America, Fort Wayne, IN*

*2017 to 2018*

Case Manager/Life Skills Coach - advocating for individuals affected by mental illness for access to services and treatment.

- Conduct weekly meetings with various individuals to demonstrate effective and positive life skills
- Parent Café Coordinator facilitating the Parent Café program in various counties/communities

### *Southwest Allen County Community Schools, Fort Wayne, IN*

*2007 to 2018*

Study Hall Supervisor - grades 10-12, assisting students with various assignments/projects.

- Substitute Teacher for K-12 classes with experience working with children with special needs
- Completed an 8 week OTA practicum under the supervision of the corporation's OTR in 2012

### *Bradford Scott Corporation, Fort Wayne, IN*

*2004 to 2007*

Conversion Manager – managed staff of 14 IT professionals responsible for computer systems upgrades/conversions in client facilities

## **Clinical Experience/Practicum**

### *Vernon Manor Children's Home, Wabash, IN*

May 2012 – June 2012

### *Southwest Allen County Community Schools, Fort Wayne, IN*

October 2012 – November 2012

*Under supervision of OTR/COTA*

- Observe and report patient progress, attitudes, behaviors, and maintain this information in patient records
- Evaluate daily living skills and capacities of physically, developmentally, or emotionally impaired clients
- Instructed patients and families in basic living skills, care and use of adaptive equipment and home programs
- Selected and graded treatments to help clients obtain functional independence
- Designed, fabricated, and repaired assistive devices and made adaptive changes to equipment and the environment
- Assembled, cleaned, and maintained equipment and materials for patient use
- Demonstrated a variety of therapy techniques and activities to promote client success toward achieving goals
- Worked under the direction of Occupational therapists to plan, implement, and administer educational, vocational, and recreational programs that restore and enhance performance in individuals with functional impairments

## **Education**

### *Brown Mackie College*

- AAS: Occupational Therapy Assistant      GPA 3.9
- President, Student OTA organization
- Relevant coursework- Neuromuscular and Musculoskeletal Anatomy, Structural Kinesiology, Assessment and Function, Physical Rehabilitation, Adaptive Living Skills, Interventions in Pediatrics, Adolescents, and Geriatrics and Mental Health Concepts and Technique, and Group Interventions

### *Indiana University/Bloomington*

Business Management