

Hally Career

1534 24th Ave North Apartment #225; Group, ND 58889
(555)653-5555 - Hally.Career@yahoo.com

Objective:

To obtain a full-time Occupational Therapy Assistant position that best utilizes skills obtained from my education and past work experience.

Education:

Associate of Applied Science – Occupational Therapy *Anticipated Graduation: May 2016*
North Dakota State College of Science (Wahpeton, ND)

- President of the OTA Club (2013/14)
- GPA: 3.5

Associate of Arts – Liberal Arts *May 2010*
North Dakota State College of Science (Wahpeton, ND)

- GPA: 3.3

Fieldwork Experience:

Company Rehabilitation (Newport, CT) *March 2015 – May 2015*

- Geriatrics

St. Annie Medical Center (Group, ND) *January 2015 – March 2015*

- Physical Disabilities, Social Work

Wahpeton Public School District (Wahpeton, ND) *October 2014*

- Pediatrics

Work Experience:

Dining Room Manager, Server *May 2012 – Present*

Colly's Good Dining (Wahpeton, ND)

- Responsible for opening and closing duties including opening and closing cash register, testing automated system and trouble-shooting concerns as they arise
- Ensure the hosts, servers and kitchen staff work cooperatively to maximize efficiency
- Exhibit ability to work efficiently and collaboratively in a fast-paced environment
- Display excellent customer service skills when interacting with diverse clientele

Direct Care Provider *May 2010 – May 2012*

Ally Group Home (Wahpeton, ND)

- Responsible for providing care for 6-8 clients with physical and mental limitations
- Transported clients to and from medical and other care appointments
- Developed excellent communication skills through communicating concerns, progress or other information to staff members, medical caretakers and family members

Caregiver *Summer 2008 & 2009*

Frigley Family (Wall, ND)

- Responsible for providing primary childcare for three children between the ages of 6 months to 5 years
- Ensured children were safely transported to and from activities
- Engaged children through planning craft projects, activities and meals

Certifications:

First Aid & CPR (2014)

Certified Nursing Assistant (2012)

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References:

Gordon Bosworth

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Bill Brandson

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Rory Quinceton

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