**Sample Student**

sample.student@gmail.com | 806.555.4567

**PROFESSIONAL SUMMARY**

Energetic and resourceful professional with functional experience in occupational therapy assistance. Profound knowledge of both administrative work and patient care management. Hands on experience in planning, coordinating, and implementing quality therapy programs. Well versed in performing diverse treatments under the supervision of a licensed occupational therapist.

**EDUCATION**

Associate of Science, May 2020

Amarillo College, Amarillo, TX

GPA: 3.8

**LICENSURE**

Occupational Physical Therapy Assistant – NBCOT (June 2020)

**OCCUPATIONAL THERAPY FIELDWORK**

* Interviewed patients to determine nature of their problem
* Assisted in the development and implementation of treatment plans
* Suggested home programs and assisted patients with using their adaptive equipment
* Recorded patient progress and reported to the occupational therapist

**PROFESSIONAL THERAPY EXPERIENCE**

**Occupational Therapy Aide**, Spring 2020

Specialized Therapy Services, Amarillo, TX

* Assisted in managing patient files and the information in the database
* Provided patients with information regarding their therapy procedures
* Assisted patients in dressing and preparing for therapies and activities
* Maintained, ordered, and stocked therapy supplies

**EXPERIENCE**

**Sales Associate**, October 2017 – Present

Verizon Wireless, Amarillo, TX

* Exceeded sales quotas for each and every quarter
* Assisted customers with picking the best cellphone for their needs and purposes
* Greeted customers and ensured that they felt welcomed to the store