

SALEM SCIENCE

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EDUCATION

Bachelor of Science, Occupational Therapy 2017 - 2021

Dalhousie University, Halifax, Nova Scotia

- Dean's list four consecutive semesters
- Received Aramark Leadership Award and Board of Governor's Award

ACHIEVEMENTS

- Chosen by Dr. Ling (professor of Occupational Therapy) to be the lead student to research and compile data on the use of Occupational Therapy in nursing homes.
- Published 3 articles on studying Occupational Therapy and the employment trends for Nova Scotia Occupational Therapy Association Monthly newsletter.
- Accepted by and participated in the Occupational Therapy project at the University of Chicago; received a grade of 'A'.
- Received positive feedback from Clinical supervisors on my in-depth knowledge, patient care and positive attitude.

PROFESSIONAL ASSOCIATION

- **Member**, Nova Scotia Occupational Therapy Association 2017-Present
- **Member**, Canadian Occupational Therapy Association 2017-Present

RELEVANT EXPERIENCE

Assistant Occupational Therapist

Learning Prep School, Halifax, NS 2019 - Present

- Worked one-on-one and in group settings with students having developmental delays and related learning challenges to perform interventions including Gross and Fine Motor Therapy, Visual-Perceptual-Motor Therapy, Vocational Training and Neurodevelopmental Techniques in individual therapy.
- Supervised community outings, visual-perceptual-motor group, pre-vocational and vocational work centers.
- Analyzed clients' capabilities and expectations related to life activities through observation, interviews and formal assessment

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Assistant Occupational Therapist

Summer 2018

Spaulding Rehabilitation Hospital, Halifax, NS

- Handled a case load of over 25 patients with cardiac and pulmonary disorders, lower limb amputations, stroke, brain injury and reflex sympathetic dystrophy.
- Performed interventions including neuron-developmental technique, joint mobilization, deep friction massage, computer assisted cognitive therapy, community mobility, home program planning, home evaluations and evaluations in all related areas.
- Developed strong rapport with clients through open communication, empathy, attentive listening and humor.

Occupational Therapy Internship

Moring Psychiatric Hospital, Dartmouth, NS

Summer 2020

- Worked with adolescent, adult and geriatric patients with affective chronic thought process, social and personality disorders, as well as substance abuse disorders.
- Supervised general activities period; direct involvement ensured a safe and active environment.
- Administered initial evaluations, vocational readiness evaluations, and leisure planning evaluations.
- Motivated clients through encouragement, articulating progress and reward schemes.
- Practiced student project on techniques in occupational therapy in psychiatry, resulting in an "A" grade.

ADDITIONAL EXPERIENCE

Fundraiser

2017

Canadian Cancer Association, Halifax, NS

- Researched prospective donors and maintained records of donor information for future use
- Trained volunteers in fundraising procedures and practices

Vice-President

2019-2020

Dalhousie Occupational Therapy Student Society (DOTSS),

Dalhousie University, Halifax, NS

- Attended all meetings made sure that attendance is taken at every meeting.
- Responsible for consulting with executives to define the goals for the coming year



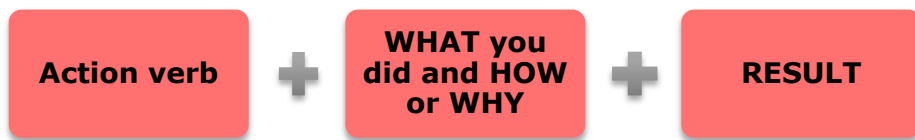
Action Statements

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

Tips:

- Quantify whenever possible, it adds perspective.

- Results are PROOF that you are effective.
- Avoid language such as “duties included” or “responsibilities were”; the employer wants to hear how and what **YOU** did
- Ask yourself, “What is the employer looking for in an ideal candidate?” and “How can I demonstrate that?”



Ineffective Action Statement	Effective Action Statement
<ul style="list-style-type: none"> Responsible for filling outside orders 	<ul style="list-style-type: none"> Processed corporate customer’s orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained
<ul style="list-style-type: none"> Started a new program. 	<ul style="list-style-type: none"> Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students

Examples:

- Provided excellent customer service: assessed client’s needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQl on a UNIX platform

ACTION VERBS			
Management skills	Communication Skills	Research Skills	Technical Skills
Administered Analyzed Assigned Attained Chaired Coordinated Delegated Developed Directed Evaluated Improved Increased Initiated Integrated Organized Oversaw Planned Prioritized Produced Recommended Reviewed Scheduled Supervised	Addressed Arbitrated Arranged Authored Collaborated Corresponded Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Negotiated Persuaded Promoted Publicized Reconciled Recruited	Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed valuated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized	Adapted Applied Assembled Built Calculated Computed Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated
Teaching/Helping Skills	Financial Skills	Creative Skills	Clerical Skills
Adapted Advised Assessed Clarified Coached Communicated Coordinated Counseled Demonstrated Educated Enabled Encouraged Evaluated Explained Facilitated Guided Informed Instructed Trained	Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed	Acted Conceptualized Created Customized Designed Developed Directed Established Fashioned Founded Illustrated Initiated Integrated Introduced Invented Performed Planned Shaped	Approved Arranged Catalogued Classified Collected Compiled Dispatched Generated Implemented Inspected Monitored Operated Organized Prepared Processed Purchased Recorded Retrieved Screened