# ELLIE O. RESUME

Providence, RI | eresume@123.com | 123-456-7890

#### **Education**

### University of Rhode Island |Kingston, RI

May 2019

Bachelor of Science: Kinesiology Pre-Professional Track for Physical Therapy CPR & First Aid Certified, American Heart Association, expires: 12/1/2019

### **Relevant Experience**

# **Home Based Therapy Services**

2017-current

### Looking Upwards Inc. | Middletown, RI

- Participate in home based therapy service to a child with down syndrome and cerebral palsy
- Work alongside Physical Therapist, Occupation Therapists, and Speech Pathologist to accomplish treatment plan goals
- Assist children one-on-one in gross and fine motor skills and language development

# **Campus Recreation Assistant**

2016-2017

### URI | Kingston, RI

 Planned basketball tournament fund-raising event to raise money for Prevent Child Abuse of America Foundation raising 10,000 in profits to donate to local and national Prevent Child Abuse of America charities

### **Physical Therapy Shadow**

2016-2017

#### Sport and Spine Physical Therapy | Providence, RI

- Shadowed and assisted the physical therapists as needed
- Put patients on heat or ice at the beginning and end of each session
- Assisted and demonstrated some exercises to patients

### **Physical Therapy Shadow**

2015-2016

#### Sports Physical Therapy | Providence, RI

- Shadowed physical therapists at a clinic for the last 6 weeks during senior year
- Assisted physical therapists as needed, helped patients stretch, warm patients up on heat pad or exercise machines, and sometimes showed patients the correct exercises

### Work Experience

#### **Hostess**

### Coast Guard House | Narragansett, RI

May 2014-August 2014

- Managed tables and organize efficiently based on where wait staff is stationed
- Provided customer service by attending to customer questions and complaints with tact

Office Assistant 2015-2016

### Providence Heavy Equipment | Providence, RI

 Worked alongside office manage to organize, data entry, customer service, bookkeeping and any other office administration duties as needed

**Computer Skills:** Microsoft Office (Word, Excel, PowerPoint)