**Address:** # Street, #Apt, City, State, Zip-code

[NAME@Xmail.com](mailto:NAME@Xmail.com) . (123)456-7890

**EDUCATION \_**

Bachelor of Arts, Psychology Major GPA: 3.50

University of California Berkeley Graduation Date: May 2014

**EXTERNSHIPS \_**

**EXTERN,** Taipei Veterans General Hospital, Taipei, Taiwan December 2012

* Gained insight about psychiatry occupational therapy through an interview with an occupational therapist
* Witnessed therapy school students presenting new possible activities for mentally-ill patients

**EXTERN**, Russo, Fleck and Associates, Orange, California January 2014

* Observed pediatric occupational therapists conducting Individual Education Plan meetings and therapy sessions for patients with a variety of mental disorders in both school and clinical settings.

**VOLUNTEER EXPERIENCE \_**

**THERAPIST AID,** Elmwood Skill Nursing and Rehabilitation, Berkeley September 2013-Present

* Hosted two discussion sessions about Proprioceptive Neuromuscular Facilitation for all therapists
* Trained a semi-paralyzed patient to use the Camera Mouse to explore the internet without using hands
* Conducted a discussion about the therapeutic value of Myo, a gesture control armband
* Mentored new volunteer to familiarize with the rehabilitation center
* Engaged in self-directed learning to understand patients’ evaluations and the unique roles of each therapist.

**EXERCISE LEADER**, Chaparral House, Berkeley California July 2013-Present

* Created an hour of exercise routine that accommodates every patient’s preference and unique medical conditions
* Effectively encouraged all patients to exercise without speaking a single word through utilizing hand gestures.
* Guided patients with dementia out of confusion using empathetic conversation.
* Established friendly relations with each patients through using visual and tactile cues

**MENTOR**, Youth Mentoring Program at YWCA Berkeley August 2012-August 2013

* Awarded YWCA 2013 Volunteer Leadership Award for being an outstanding mentor
* Motivated mentee to read 1000 pages, write 10 reading reports, and won first place for events hosted by Berkeley Public Library
* Fostered mentee’s interest in science through attending collegiate level physiology lab and physics lecture

**ENGLISH TUTOR,** English in Action, YWCA, BerkeleyMay 2012-August 2013

* Conceptualized and implemented one-on-one English discussions for ESL students
* Evaluated student’s learning progresses; adjusted teaching style based on student’s needs
* Created and searched more than 100 questions to help new volunteers to interact with their students

**ACADEMIC TUTOR**, Oakland Asian Student Education Services February 2013-May 2013

* Demystified system of linear equations for a struggling student, resulting in significantly better performance

**RED CROSS CERTIFICATION \_**

* First Aid, April 2014
* Adult and Pediatric CPR/AED, May 2014

**OCCUPATIONAL THERAPY EXPERIENCE \_**

**PROSPECTIVE NEUROMUSCULAR FACILITATION (PNF) PRESENTATION** 2014

* Guided the rehabilitation center therapists to review autogenic and reciprocal inhibition, the theories that explains why PNF works
* Provided mnemonics to allow therapists to remember the upper and lower extremities PNF directions
* Demonstrated both upper and lower extremities rhythmic initiation
* Answered therapists’ questions about PNF

**TRAINING A SEMI-PARALYZED TO USE THE INTERNET** 2014

* Employed clinical reasoning to find the best therapeutic medium for the patient
* Motivate the patient to stay engage in therapy through using verbal and nonverbal encouragements, active listening, and client-centered approach
* Utilized software programs to type a sentence in less than three minutes

**OCCUPATIONAL THERAPY PROJECTS \_**

**LAPTOP ERGONOMICS,** Introduction toPublic Speaking, Spring 2014

* Audience-centered the presentation through surveying and analyzing the most common pain the class experienced while using their laptops
* Clarified why laptops could induce back and neck pain
* Promoted cheap and efficient techniques to use laptops pain-free, such as putting a backpack behind the back, and position the laptop to eyelevel to avoid bending the neck
* Led an engaging exercise to minimize back and neck pain from laptop overuse

**PROMOTION BLOG**, Introduction to Occupational Therapy, UND Online Distance Education Spring 2014

* http://preotund.blogspot.com/
* Drew more than 30 cartoon pictures to engage readers to understand occupational therapy, while applying humor
* Explained 30 occupational therapy concepts, including frame of reference, areas of occupations, modes of interventions, occupational therapy values and etc.

**ACTIVITY ANALYSES**, Introduction to Occupational Therapy, UND Online Distance Education Spring 2014

* Developed a 6 page detailed case analysis outlining the performance patterns, context and environment, and the activity demands of a participant using a chopstick to eat sushi
* Clarified each of the movements required to use a chopstick through attaching a photo for reference

**PAPER CRITC**, Introduction to Occupational Therapy, UND Online Distance Education Spring 2014

* Wrote an essay that summarizes and critiques two research papers comparing Motor relearning Program to other therapeutic techniques