**ALICJA CHIRGWIN**

13 School Street, Apt. 1R, Holyoke, MA 01040-3352 (413) 532-0032

**EDUCATION**

American International College, Springfield, MA

Registered Occupational Therapist

Jagiellonian University, Krakow, Poland

Master of Arts Degree in Education

MCDI, Springfield, MA

Secretarial Skills Course

**WORK EXPERIENCE**

* Tutor of English and Polish – 2008 till present
* Life Care Center of Wilbraham **–**  2007 – 2008 Wilbraham, MA

Worked with the elderly population with diverse diagnosis; performed evaluations, designed and implemented treatment.

* MSPCC – 2005 – 2007 Holyoke, MA

Worked closely with families with children under the age of three; carried out evaluations to determine possible developmental delays

* Tutor of English; Translator of English to Polish and Polish to English – 1996 - 2005
* Receptionist/Secretary – 1993 -1996 Law offices of William J. Murray, West Springfield, MA

**SPECIAL SKILLS**

* Computer: Microsoft Word
* Fluent in Polish language

**ACTIVITIES**

* Organized community fundraising 2001