**Keisha A Neyra**

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**Objective:** To obtain a position in an organization that will allow me to provide administrative support and opportunities for advancement.

**Education:**

Bay Path College, Longmeadow MA, USA

Master of Arts in Occupational Therapy May 2012

Central Connecticut State University, New Britain CT, USA

Bachelors of Arts in Social Work May 2007

Manchester Community College, Manchester CT, USA

Associates of Arts: Liberal Arts and Sciences May 2006

Reading College of Technology, England

Diploma & Certificates in Business Studies & Administration, Word Processing

**Current Experience:**

**Residential Program Worker (May 2008-current)**

The Connecticut Institute for the Blind, Hartford, CT USA

Provide support for individuals with disabilities:

* Manages/modifies client behaviors by implementing individual behavior management programs.
* Facilitates the development and maintenance of self-help and daily living skills. Encourage social and recreational activities.
* Administer and document prescription medication.

**Related Experience:**

**Admin Assistant Filed Talent Acquisition: Human Resources (May 2007-2009)**

St. Paul Travelers Start Temp, Hartford, CT USA

* Provided administrative/hiring support to the Director/Management of Talent Acquisitions and
* outsource recruiters for new hires and recruiting initiatives:
* Maintained and updated database systems by retrieving resumes and tracking expired job postings in a timely manner.
* Created and updated spreadsheets for HR purposes.
* Participated in filling positions with quality applicants by selecting/screening and scheduling interviews.
* Compiled training and orientation materials.
* Assist in coordinating events for staff training and social purposes.
* Requested computer access for existing and new employees

Personal Lines: College Relations

* Generated research with local high schools for recruiting purposes.
* Populated database with contact information of college applicants obtained from job fairs.

**Admin Assistant (July 1999 – April 2007)**

Office Team Admin Staffing, Hartford, CT USA

Provided administrative, reception, and clerical support to various organizations:

* Transcribed letters. Create and update spreadsheets for business purposes.
* Manned and routed various call volumes.
* Updated and maintained company files. Compiled materials for company events.

**Patient Access Associate (November 1999-April 2007)**

Saint Francis Hospital, Hartford, CT USA

* Created and maintained records via database system (SFS, IDX)
* Transcribed, processed and routed medial documents to proper locations.
* Updated medical insurance and information via database system.
* Performed reception duties; meet/greet visitors and patients and manned high call volumes etc.

**Academic Clinical Experience:**

**Occupational Therapy Student:** Level II Fieldwork (January 2012- June 2012)

Hospital of Central Connecticut (Behavioral Health Unit) New Britain, CT

* Administered age appropriate occupational therapy assessments
* Identified patients strengths and limitations
* Facilitated structured tasks
* Provided psycho-education via groups: goal setting, work & productivity skills, life skills, leisure skills and coping skills. Used art and expressive media in groups.
* Determined cognitive functioning during tasks performance
* Encouraged social participation in unit activities: cards, mind challenges and collages
* Administered OCAIRs, Leisure interests and interests and Life Wheel Special Interests assessments
* Collaborated with clients on occupational therapy plan of care, treatment and goals
* Analyzed assessment data based upon patient self assessment, interview, observation and chart review
* Collaborated with healthcare professional regarding patient care

AllStar Therapy (Skilled Nursing Facility), Rocky Hill, CT

* Administered age appropriate evaluations
* Administered assessments: Functional reach test, SLUMS, KELS, Barthel Index, Nine hole peg test,
* Identified patients strengths and limitations
* Educated patient and caregivers on the use of adaptive equipment, activities of daily living, safety awareness and energy conservation
* Administered therapeutic exercises/activities to maximize function for activities of daily living and home management tasks.
* Collaborated with clients on occupational therapy plan of care, treatment and goals
* Determined cognitive functioning during tasks performance
* Analyzed assessment data based upon patient self assessment, interview, observation and chart review
* Collaborated with healthcare professionals regarding patient care etc.

**Proficiencies:** HRMS (People Soft & ACT)\* Lotus Notes \* MS (Word, Excel, Outlook, PowerPoint) \* Healthcare database (IDX, SFS, and Tempus) \* Basic knowledge of medical insurance and terminology \* Type 50 WPM \* Good Interpersonal and communication skills, team player and detailed oriented, multitask, coordinated and organized.

**Organization/Affiliations:**

* The American Occupational Therapy Association Inc (AOTA), USA
* National Honor Society of Leadership and Success, USA
* Occupational Therapy Association Jamaica
* Occupational Therapy Global Day of Service