

Marion Jones

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Summary of Qualifications

- Dedicated, service focused professional with strong team building and support skills.
- Great ability to provide exemplary customer service and demonstrate interpersonal skills
- Ability to lift patients using appropriate biomechanical techniques throughout the workday.
- Articulate and effective communicator with experience working with diverse backgrounds.

Skills Summary

- CPR Certified
- Problem Solving
- Scheduling and filing
- Teamwork
- Outpatient Therapy
- Written communication
- Organized
- Patient care
- Insurance Billing

Education

Marion Technical College

Associate of Applied Science in Occupational Therapy Assistant

Marion, IN

May 2018

- Dean's List recipient all semesters with a cumulative GPA of 3.96
- National Society for Leadership and Success Inductee
- BLS, CPR, and First Aid certified

Qualified Skills

CLINICAL

- Assist in screening and initial evaluation of all patients
- Deliver treatment according to the established treatment plan;
- Accurately documenting progress toward objectives
- Communicate patient status and needs to the patient, the patient's family, the staff and other professionals.
- Provides direct supervision in skilled tasks during group and individual treatment in a manner that promotes appropriate utilization of resources.
- Establishing and maintaining good working relationships with other health care professionals in the community.
- Maintains awareness of change in patient populations, patient conditions and programs and keeping the licensed or registered occupational therapist informed directly and in a timely manner

COMMUNICATION AND INTERPERSONAL

- Active listener with patients, coworkers and administration
- Great communication skills in person and also over the telephone
- Coordinated meetings with employees and customers
- Possesses knowledge of medical terminology and easily able to apply knowledge to practice

OFFICE ADMINISTRATION

- Effectively booked catering events for community business events
- Scheduled appointments daily; reviewed new patient information and scheduled
- Efficiently able to schedule and manage approximately 15+ employees at any one given time
- Experienced with training new team members to company's policies and procedures
- Accurately handled deposits and payroll in restaurant; Filled out and deposited money at externship

Employment History

Ohio Health – Clinical Externship

Howard Regional Hospital – Administrative Externship

IMMI – Line Work and Quality Control

Barton's Family Restaurant – Owner/Operator

Marion, OH- Fall 2011

Kokomo, IN- Fall 2011

Westfield, IN- 2008 to 2009

Greentown, IN-1983 to 2007