ROBERT SMITH

Physical Therapy Aide/Front Office Staff

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated and focused individual who excels at prioritizing, completing multiple tasks Simultaneously, and following through to achieve project goals. Seeking a role of increased responsibility and authority. Highlights Professional with excellent communication Strong interpersonal Extremely organized and fast learner Dependability Self-Directed Trustworthy.

CORE COMPETENCIES

Spanish Fluency, Bachelors Degree in Human Resources Management and Business Administration & Leadership, iWork, Office, Photoshop, Real Estate License, General Contractor License, CELU Certified, RevFlow, Critical thinking, Ethical reasoning.

PROFESSIONAL EXPERIENCE

Physical Therapy Aide/Front Office Staff

Baptist South Medical Center - January 2016 – 2019

Key Deliverables:

- Prepare treatment room for patient by following prescribed procedures and protocols.
- Prepare patients for physical therapy treatment by welcoming, comforting, providing and/or assisting patient into physical therapy apparel or apertures.
- Provide information to patients by answering questions and requests; allaying fears.
- Assist patients into whirlpool; helping patients onto exercise equipment, monitoring motion; tracking walking time and distance; measuring mobility; performing prescribed exercises and strengthening techniques.
- Educate patients by demonstrating proper exercise routines.
- Maintain patient confidence and protects operations by keeping information confidential.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations.

Physical Therapy Aide

ABC Corporation - 2015 – 2016

Key Deliverables:

- Assisted and educated patients by demonstrating exercises, body mechanics and proper use of equipment.
- Prepared and applied moist heat, paraffin dip and cold pack modalities as per treatment.
- Assisted therapist with TENS and ultrasound modalities as per treatment.
- Obtained and documented vitals.
- Documented exercise, patient performance and progress in charts.
- Maintained clean and safe office environment.
- Performed occasional clerical duties such as answering phones, patient intakes, collecting copayments, scheduling and ordering supplies..

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EDUCATION

- Masters in Science - (Auburn University at Montgomery - Troy, AL)

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