



Olive Thomas

(915) 747-0000 | othomas@miners.utep.edu | [in/olivethomas](https://www.linkedin.com/in/olivethomas)

SUMMARY OF QUALIFICATIONS

- Five years of occupational therapy related experience
- Able to communicate in Spanish and English
- Knowledgeable of techniques like dry needling, K-tape, splinting, and wound care

EDUCATION

Doctor of Occupational Therapy Anticipated: May 20XX
The University of Texas at El Paso (UTEP) GPA: 4.00/4.00
Graduate Project: “Use of Hippotherapy Techniques and the Evaluation of Outcomes in Children with Autism”

Affiliations

The Student Occupational Therapy Association (SOTA), Member, August 20XX – Present

Bachelor of Science in Rehabilitation Sciences with a concentration in Occupational Therapy
UTEP Awarded: 05/20XX

Honors and Affiliations

American Occupational Therapy Foundation (AOTF) Grant, Recipient, August 20XX
American Occupational Therapy Association, Member, 20XX – Present
Texas Occupational Therapy Association, Member, 20XX – Present

LICENSES AND CERTIFICATIONS

NBCOT Certification Exam, August 20XX
BLS, 20XX

RELATED EXPERIENCE

Occupational Therapy Intern/Fieldwork El Paso, TX
University Medical Center 09/20XX – 06/20XX

- Assisted in assessment of pediatric clients with head trauma
- Worked with children to promote independence with age appropriate ADL tasks
- Documented all patient treatments, evaluations, and therapy sessions on a daily basis

Occupational Therapy Intern El Paso, TX
Las Palmas Medical Center 11/20XX – 06/20XX

- Participated in in-patient evaluations, plan of care and individual treatments for an average of five patients per week
- Updated charts to reflect procedures performed and patient progress
- Selected activities to assist patients in learning life-management skills within limits of their mental or physical capabilities

SKILLS

- Familiar with Mercury One and Insight EMR software
- Fluent in Spanish
- Extensive use of Microsoft Word and PowerPoint

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 07/2023