



Ree Hab Simmons

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EDUCATION

Bachelor of Science in Rehabilitation Sciences with a concentration in Physical Therapy Anticipated: 05/20XX
The University of Texas at El Paso (UTEP) Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Certifications

- American Red Cross First Aid & CPR Certification, 20xx
- Collaborative Institutional Training Initiative (CITI) Certified in Human Subjects, 20xx

EXPERIENCE

Intern

Compadres Therapy, Inc.

El Paso, TX
04/20xx- Present

- Aid 15 clients with physical, psychological, and cognitive disabilities, weekly.
- Utilize assistive devices to help clients mount and ride horses for their respective therapy.

Research Assistant

UTEP- Rehabilitation Sciences with Dr. Simmons

El Paso, TX
04/20xx - 10/20xx

- Explained test procedures to 20 participants, collected consent forms and co-conducted test procedure with lead mentor every week
- Conducted physiological tests to include pulse wave velocity, pulse wave analysis, ECG, VO2 max, cycle ergometry, arm crank ergometry, ultrasound of the brachial and carotid arteries during different exercise modalities

Program Facilitator

Loya Family YMCA

El Paso, TX
03/20xx- 05/20xx

- Collaborated with therapists and physicians to plan and facilitate daily interventions with clients.
- Conducted daily physical activities for disabled patients.
- Maintained records of patient's progress and communicated it to their parents.

VOLUNTEER EXPERIENCE

Rehabilitation Volunteer

El Paso, TX

UTEP - My Joyful Dance

08/20xx - Present

- Teach 10 girls, ages ranging from 3 to 18-year-old, with Down Syndrome the discipline of ballet
- Adapted the class for Fall 2020 to a virtual activity through MS Teams to ensure the students keep working and improving on their target goals

SKILLS

- Proficient in MS Word, MS Teams, MS PowerPoint
- Extensive use of MS Excel and Canva
- Bilingual in English and Spanish

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 8.23