**Heather Todd**

**18468 Sabal St.**

**Orlando, FL 32833**

**Cell: 321-663-7363**

**Objective**

Energetic, dedicated, and strong with interpersonal skills. Equally effective working in cooperation with people of various ages, cultural backgrounds, socio-economic statuses and physical restrictions. Well organized, skilled in setting priorities. Experienced with 10 years of customer service knowledge.

**Experience**

**Encore of Avalon Park**

**Activities Director/Assistant**

**January 2017 - Present**

Responsibilities for this position include running and planning coordinating special events , Problem Solving, Training volunteers, managing personal . Activities responsibilities include organizing activities to engage residents and encourage socialization , implement specific groups based on the needs of the residents, ect.

**Auto Team Management**

**Administrative Assistant**

**March 2011– 2016**

Responsibilities performs general clerical duties to include but not limited to:

• Photocopying, Faxing

• Mail distribution and filing

• Coordinates and maintains records for staff office space

• Responsible for Phones, Company Credit cards and office Keys, and also delivered packages for the company

**Bay view Skilled Nursing Facility**

**Occupational Therapy Assistant/Student**

**June2016 –July 2016**

Responsibilities included performing treatment plans for patients , accurately documenting each note when performing therapy with each patient. Always report to a licensed occupational therapist to check over each patients notes for documentation.

• Accurate documentation

• Reports to fieldwork coordinator each month, performs therapeutic treatment sessions with each patient

**Regents of Winter Park**

**Occupational Therapy Assistant/Student**

**Aug 2016– Sept 2016**

Responsibilities included performing treatment plans for patients, accurately documenting each note when performing therapy with each patient. Always report to a licensed occupational therapist to check over each patients notes for documentation.

• Reports to therapist daily, Accurate documentation, Follows all protocols, Shows up on time to what therapist assigns.

**Education**

Timber Creek High School/Diploma

Keiser University/Occupational therapy assistant associates degree

**Other Related Activities**

* CPR Certified
* CDP (Certified Dementia Practioner)
* OSHA Certified

**Computer Skills**

• Basic experience with Microsoft Word, Excel, Internet, Windows 7