



Cynthia Ferreira

Senior COTA

CONTACT INFORMATION



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Tahlequah, OK 12345

EDUCATION

- Associate of Applied Science in Occupational Therapy Assistant
Tulsa Community College, Tulsa, OK | 2012 - 2014

KEY SKILLS

- ADL Retraining
- Adaptive Equipment Selection
- Medical Records System
- Microsoft Excel
- Evidence-Based Practice
- HIPAA Compliance
- Assistive Device Fitting
- Treatment Plan Implementation
- Rehab Tech Supervision
- Insurance Guidelines

ABOUT ME

Certified Occupational Therapy Assistant with 12 years of experience delivering ADL retraining, adaptive equipment selection, and assistive device fitting across skilled nursing and outpatient settings. Reduced documentation turnaround time from 6 hours to 1.7 hours per session note by standardizing templates and batching entries. Supervised up to 2 rehab techs on patient transfers, equipment setup, and supply restocking while guiding ADL independence gains averaging 2 levels per patient.

PROFESSIONAL EXPERIENCE

SENIOR COTA | ILLINOIS RIVER REHABILITATION SERVICES, TAHLEQUAH, OK

2020 - PRESENT

- Reduced documentation turnaround time from 6 hours to 1.7 hours per session note by standardizing templates and batching entries in the medical records system.
- Supervised 3 rehab techs on daily equipment setup, patient transfers, and supply restocking across a 36-bed skilled nursing unit.
- Guided ADL independence gains averaging 2 levels per patient by implementing graded dressing and grooming programs under OT-directed care plans for 10 patients per shift.
- Assembled and inspected adaptive equipment and assistive devices before each treatment block, completing readiness checks for 43 sessions per week.

COTA | GREENLEAF CREEK SENIOR LIVING, MUSKOGEE, OK

2017 - 2020

- Completed session documentation within an average of 3.4 hours by entering treatment observations and ADL performance data into the medical records system after each patient.
- Trained and directed 2 rehab techs in preparing treatment areas with heating pads, bandages, and adaptive equipment for 8 patients per shift.
- Achieved ADL independence gains of 1 to 2 levels per patient across grooming, dressing, and feeding tasks by adjusting activity complexity based on weekly reassessments.
- Cleaned and maintained assistive devices and adaptive equipment on a rotating schedule, keeping all 14 items within evidence-based practice standards.

COTA | VERDIGRIS VALLEY OUTPATIENT THERAPY, CLAREMORE, OK

2014 - 2017

- Submitted documentation within 4.2 hours of each session for a daily caseload of 7 patients, meeting all insurance guidelines for rehabilitation services.
- Aided patients in dressing, grooming, and self-care routines, contributing to ADL independence gains averaging 1 level per patient over 6-week treatment cycles.

- Organized and restocked adaptive equipment, bandages, and towels for the 5-room clinic, reducing supply shortages by coordinating weekly inventory counts in Microsoft Excel.

CERTIFICATIONS

- **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT | NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY | 2014**
- **BASIC LIFE SUPPORT | AMERICAN HEART ASSOCIATION | 2025**