

# Maggie H.C. Sutherland

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## Personal Profile

- Creative thinker and problem solver who thrives in situations which call for innovative approaches
- Detail oriented with an enthusiasm for efficiency
- Responsible employee with leadership experience
- Experienced with training, facilitation, and preparing educational materials
- Strong written and verbal communication skills
- Passionate about service and aiding others in living the highest quality of life possible

## Education History

*Doctorate in Occupational Therapy, in progress*

Pacific University, 2014-Present

*Masters of Healthcare Administration, in progress*

Pacific University, 2015-Present

*B.S. Individualized Studies: Writing, Photography, Cultural Studies*

Eastern Michigan University, 2004-2007, Cum Laude

## Occupational Therapy Fieldwork

*Level II:*

*Acute Care, Michigan Medicine, 01/17-03/17, Ann Arbor, MI*

- Provided comprehensive acute care OT services for patients in the Neuro Intensive Care Unit and on the acute stroke, neurology, and neurosurgery services
- Evaluated clients and established realistic short and long term goals based on clinical observations and assessments
- Completed initial evaluations, assessments, treatments, and documentation with consideration of productivity goals, patient needs, and patient safety
- Reviewed physician orders, patient medical records, and lab values in order to ensure patient safety and to provide the best course of treatment for each patient
- Collaborated and provided co-treatment with fellow occupational therapists and physical therapists
- Performed assessments such as FIM, MOCA, Modified Rankin

*Primary Care, Old Town Clinic, 05/16-07/16, Portland, OR*

- Provided comprehensive OT services in community based primary care setting
- Primarily worked with patients living with chronic pain, chronic conditions, psychosocial conditions, or who had decreased performance or satisfaction with daily activities
- Developed, implemented, and documented treatment plans
- Collaborated with patients during evaluation and treatment process to identify and implement appropriate goals
- Assisted with developing curriculum and facilitating chronic pain management group, including gathering outcomes data
- Created patient education materials with focus on health literacy and specific needs of patient population
- Assisted in program development, including creating surveys, educational materials, and service expansion design
- Performed and interpreted assessments such as COPM and Adolescent/Adult Sensory Profile

Level I:

**Acute Care**, *Providence St. Vincent Medical Center*, Spring 2016, *Portland, OR*

- Observed and assisted Occupational Therapist working with orthopedic patients in acute care setting

**Pediatrics**, *Hawthorne Farm Learning Years*, Fall 2015, *Hillsboro, OR*

- Created and implemented appropriate activity plans for each age group (infant to pre-K) in daycare and preschool center

**Leisure Exploration**, *Washington County Community Corrections*, Summer 2015, *Hillsboro, OR*

- Developed and implemented leisure exploration groups for members of a substance-related offense program in county corrections facility

**Skilled Nursing Facility**, *Cascade Park Care Center*, Spring 2015, *Vancouver, WA*

- Observed and assisted Occupational Therapist in skilled nursing facility setting

## Selected Experience

**Student Coach**, *InsideTrack*, 05/11-07/14 *Portland, OR*

- Coached enrolled and prospective college students to increase student performance and experience
- Facilitated strong goal setting with students and developed plans toward success
- Obtained position in the Manager in Training program to gain additional skills in leadership
- Created and maintained extensive Handbook to organize program policies and procedures
- Piloted Team-to-Team Mentoring program to increase efficiency and collaboration companywide

**Supervisor**, *Spyhouse Coffee Shops*, 08/09-02/11 *Minneapolis, MN*

- Established orientation protocol and created comprehensive training manual
- Researched and developed strategy for social media to reduce advertising budget
- Corresponded with owner regarding daily café and staff business
- Oversaw staff to ensure consistency in qualities of service, product, and environment

**Tutor/Mentor**, *Edison High School/AmeriCorps*, 08/09-07/10 *Minneapolis, MN*

- Built relationships with students to improve attendance, grades, behavior, and connections to school
- Helped students recognize their strengths in order to overcome their individual challenges
- Tutored students 1-3 years behind grade level individually and in small groups
- Developed individualized lesson plans and activities for tutoring sessions
- Worked closely with a diverse population of students and staff, including English Language Learners
- Documented progress in AmeriCorps and school databases to ensure program goals were met

**HR Coordinator**, *UAW-GM Center for Human Resources*, 05/08-05/09 *Detroit, MI*

- Designed new attendance and tracking system for efficiency and accuracy
- Communicated with lead people to maintain accurate payroll system
- Assisted Personnel Director with Open Enrollment and documentation of Disability, FMLA, and more
- Wrote proposals for Shared Practices to be implemented in plants and factories

**Receptionist**, *Elm Lodge*, 12/07-03/08 *Dunedin, New Zealand*

- Oversaw busy backpackers in a popular tourist location to ensure prompt and friendly service
- Managed reservations, property condition, monetary transactions, and guest satisfaction while on shift
- Interacted with guests and travelers from all around the world through face-to-face and telephone communication to maintain fun and relaxing environment

**WOOFER**, *Various farms and businesses*, 09/07-03/08 *New Zealand*

- Worked on farms and in small businesses in exchange for accommodation
- Developed strong relationships with hosts and fellow WOOFERS from around the world
- Gained unique experience in organic gardening, cattle farming, café culture, hostelling, retail, fence mending, avocado eating, and more

### **Bindery Assistant**, *Kolossos Printing, Inc.*, 09/06-08/07 *Ann Arbor, MI*

- Received and processed bindery orders in a professional and high-paced printing business, maintained consistency to ensure accuracy and punctuality
- Operated several machines and devices to successfully complete booklets, brochures, business cards, postcards, mass mailings and more to bring customers' visions to fruition
- Assisted co-workers with various tasks including printing, copying, and file manipulation

### **Manager**, *Black River Marina*, 2002-06 (summers) *Cheboygan, MI*

- Directed many aspects of a multi-faceted, seasonal business to assure financial profit, customer satisfaction and employee/property well being
- Revitalized business atmosphere by developing and designing new menu and maintaining positive work environment
- Coordinated employee scheduling, retail items, boat rentals, and maintenance of gas dock and boat slips

### **Student Assistant**, *EMU Human Resources/Benefits*, 09/04-05/06 *Ypsilanti, MI*

- Performed various office tasks such as photocopying, filing, data entering, and errand running
- Maintained phone lines and assisted faculty, staff, and other customers with departmental issues
- Completed department-specific tasks in particular, verifying employment and processing background checks

## Professional Experiences

### Doctoral Capstone

*Occupational Therapy in Primary Care: How to Get There*

### Affiliations

Member, American Occupational Therapy Association, 2014 - present

Member, Michigan Occupational Therapy Association, 2014 – present

### Participation and Positions Held

President, *Student Occupational Therapy Association*, 2015

Communication Officer, *Pacific University Ambassador's Club*, 2015

### Conference Attendance

AOTA/NBCOT Student Conclave, *Dearborn, MI*, 2016

MiOTA Annual Conference, *Grand Rapids, MI*, 2016

AOTA Annual Conference & Expo, *Chicago, IL*, 2016

AOTA/NBCOT Student Conclave, *Philadelphia, PA*, 2015

OT Association of Oregon Annual Conference, *Bend, OR*, 2015

OT Association of Oregon Annual Conference, *Portland, OR*, 2014

### Interprofessional Events

Interprofessional Diabetes Clinic, *Pacific University*, Student Volunteer, 2015, 2016

Interprofessional Case Conferences, *Pacific University*, Topics: Diabetes, Patient Safety, Transgender Healthcare, Aphasia, Global Health, 2014-2016

Virginia Garcia Health Care Symposium: Delivering Primary Care in a Rapidly Changing Environment, *Portland, OR*, 2016

## Certifications & Training

Life Management Series: University of Southern California

Introduction to Lifestyle Redesign

Lifestyle Redesign for Chronic Pain and Headache Management

Lifestyle Redesign for Weight Management, Diabetes, and Related Co-morbid Conditions

Lifestyle Redesign for Biopsychosocial Dimensions of Creating Life Balance

Healthcare Provider CPR & Heartsaver First Aid: American Heart Association

Understanding Bloodborne Pathogens: Healthcare Academy

HIPAA Compliance: Healthcare Compliance Strategies