

# Maggie H.C. Sutherland

## OTD, MHA, OTR/L

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### Personal Profile

- Creative thinker and problem solver who thrives in situations that call for innovative approaches
- Detail oriented with an enthusiasm for efficiency
- Dependable employee with demonstrable record of leadership
- Experienced with training, facilitating, 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*

Pacific University, 2014-2017

#### *Masters of Healthcare Administration*

Pacific University, 2015-2017

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

Eastern Michigan University, 2004-2007, Cum Laude

### Occupational Therapy Experience

#### **Acute Care Occupational Therapist** *Michigan Medicine, 10/17-Present Ann Arbor, MI*

- Provide skilled occupational therapy services for patients in oncology and general medicine services
- Evaluate patients and establish comprehensive treatment plans based on clinical assessments and observations
- Efficiently facilitate occupational therapy services with consideration of productivity goals, patient needs, patient medical status/history, and patient safety
- Collaborate with interdisciplinary care team to ensure highest level of patient care
- Perform assessments such as FIM, MOCA, Modified Rankin

### Occupational Therapy Fieldwork

#### *Level II:*

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

- Provided comprehensive acute care occupational therapy services for patients in the Neuro Intensive Care Unit and on the acute stroke, neurology, and neurosurgery services
- Observed occupational therapists working in cardiovascular center, trauma/burn, and orthopedics
- Evaluated clients and established realistic goals and treatment plans based on clinical assessments
- Served patients 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 occupational therapy services in community based primary care setting
- Worked primarily with patients living with chronic pain, chronic conditions, psychosocial conditions, or who had decreased performance or satisfaction with daily activities
- Developed, implemented, and documented patient-centered treatment plans
- Assisted with facilitation of chronic pain management group, including development of curriculum and analysis of outcomes
- Created patient education materials with focus on health literacy and needs of diverse patient populations
- Assisted in program development to expand occupational therapy services within the organization
- 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

## Geriatrics, *Rosewood Park, Spring 2017, Hillsboro, OR*

- Facilitated activity groups in a retirement and assisted living facility, observed memory care services

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

- Created and implemented appropriate activity plans for each age group in daycare and preschool center

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

- Developed and led leisure exploration groups for members of a substance-related offense program

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

- Observed and assisted occupational therapist in skilled nursing facility setting

## Selected Additional Experience

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

- Coached current and prospective college students to increase student performance and experience
- Facilitated 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 wrote company policies and procedures in comprehensive training manual
- Researched and developed strategy for Social Media Marketing to reduce advertising budget while increasing business
- 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
- 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
- Promoted from Intern after three months

## 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

## Professional Affiliations

Member, American Occupational Therapy Association, 2014 - present

Member, Michigan Occupational Therapy Association, 2014 – present

## Certifications & Training

Life Management Series (Lifestyle Redesign): University of Southern California