**Maggi Smith**

Norman, OK | [maggismith4@gmail.com](mailto:maggismith4@gmail.com) | 580-212-0364 |

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**Education**

University of Oklahoma | Norman, OK May 2021

Bachelors of Arts in Human Relations | GPA: 3.86/4.0

**Work Experience**

**Physical Therapy Assistant** July 2020-Currently

**Goddard Pharmacy | Norman, OK**

* Rehabilitated patients using gym equipment.
* Followed and carried out physical therapy treatment plan under supervision of licensed Physical Therapist in a busy environment.
* Applied modalities to patients, such as E-stem and ultrasounds.
* Cleaned the clinic and equipment to help keep up with COVID-19 cleaning protocols.
* Basic office duties such as answering calls, scheduling appointments, and filing paperwork.

**Pharmacy Clerk** June 2019-March 2020

**Goddard Pharmacy | Norman, OK**

* File and maintain records.
* Answered customers' questions and provided information on procedures or policies.
* Established or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Emptied trash and garbage cans and relined cans with liners around the assigned facility.
* Keep a record of past and present customers’ medications and insurance information.
* Underwent countless trainings, including Health Insurance Portability and Accountability Act (HIPPA).
* Operate Point of Sale.
* Input insurance information.

## Secretary May 2018-August 2018

## NCB Machine LLC | Valliant, OK

* File and maintain records.
* Receive payment and record receipts for services.
* Keep a current record of staff members’ location and availability.
* Operate telephones, providing information, taking messages, or scheduling appointments.
* Greet persons entering establishment, determine nature and purpose of visit, and direct them to specific destination.

## Assistant Teacher May 2017-August 2017

## **Valliant Public Schools | Valliant, OK**

* Tutor and assist children individually or in small groups to help them master assignments and reinforce learned concepts.
* Take class attendance and maintain attendance records.
* Observe student’s performance and record relevant data to assess progress.
* Prepare lesson materials, bulletin board displays, and demonstrations.

**Community Involvement**

**Big Brothers Big Sisters Volunteer** August 2018-Currently

**Norman Food and Shelter Volunteer** August 2020-December 2020

**Moore Food and Resources Volunteer** August 2020-December 2020

**Forgotten Treasures Volunteer**  January 2019-May 2019

**Skills**

* + - Customer Service
    - Proficiency with Microsoft Office
    - Data Entry
    - Analytical Skills
    - Organization
    - Communication