

Susan Speech

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(484) 477 - 5711

EDUCATION

La Salle University, Philadelphia, Pennsylvania

Bachelor of Science

May 20XX

Major: **Communication Sciences and Disorders**

- GPA: 3.6

EXPERIENCE

Adult Family Health Services, Clifton, NJ

Program Intern: Mental Health Day Program

October 20XX – July 20XX

- Coordinated with clinical case managers to better the psychological and psychiatric needs of program members by arranging and preparing member lessons
- Facilitated computer skill groups with the members of the mental health program to prepare and teach lessons of basic and advanced level computer proficiency and competency
- Interacted with members, families, doctors, pharmacies, hospitals and case managers of other programs to ensure proper distribution of medication, psychiatric assessment and evaluations
- Observed a certified Speech-Language Pathologist during early intervention sessions, hospital and school settings

MetroMath: Center for Mathematics, New Brunswick, NJ

Video Transcriber

November 20XX – June 20XX

- Transcribed classroom videotapes focused on language, instruction, discussion, and motivation of several urban middle school mathematics classes. Assignment was part of a NJ funded research project based on teacher and child participation and the affects different teaching strategies have on urban middle school students
- Collaborated with principle investigators on research, studies, and findings in relations to the project
- Interacted with various age groups in order to study mathematical communication and provided a more effective way to engage language

Nutley Park Medical Group, Nutley, NJ

Administrative Assistant

November 20XX – December 20XX

- Served as a liaison with patients via telephone in scheduling appointments and tests
- Organized, maintained, and updated the medial records of patients
- Collaborated with medical staff, patients, hospitals, and insurance companies to ensure proper treatment

SKILLS

- Conversational in: Hindi and Spanish
- Fluent in: Marathi
- Proficient in Microsoft Office based programs (Word, Excel, and PowerPoint)