**NAME**

Ph & Email

**EDUCATION, CERTIFICATIONS & PROGRAM ACTIVITIES**

**AAS, Ophthalmic Medical Technology**, Portland Community College, Portland OR Date

COT exam expected date

* Ophthalmic Scribe, Bloodborne Pathogens, HIPAA, CPR and First Aid (list your number)

**Practicum Experience** (list reverse chronological)

Site Name, City, State (hours)

* Greet and serve patients and care givers in person and phone at front desk and check patient in.
* Assist the doctor by entertaining/distracting children during refractometry and measured deviations.
* Help technician perform: routine tests, document results, administer drops and take histories for (youth/adults).
* Call patients to confirm their appointment.

Site Name, City, State (hours)

* Perform a full work ups on: new, glaucoma, diabetes, pre-op and post-op (cataract or minor surgery) patients.
* Perform refractometry on annual exam and post-op cataract patient.

Site Name, City, State (hours)

* Complete full workups on toddlers, and perform Krimsky and Hirscherg tests on babies.
* Conduct full workup on patients with genetic diseases and enter data for visual field tests.
* Set up surgical tools according to aseptic techniques for occuloplasty department.

**OHSU Community Vision Screening**

* Check patients into the exam room, screen patients for vision abnormalities or eye diseases, perform VA, IOP, CVF, EOM, check angles, autorefraction, refractometry and dilate patient for an ophthalmologist. Help patients choose glasses if needed, and check patients out of vision event with referral information.

**Jikei Japanese Orthoptist** **Student Exchange**

* Toured OMT lab showing tools and examination techniques used in the US, and share PNW culture.

**SKILLS**

**Technical**

* Perform preliminary exams, patient history, visual acuity, stereopsis and color testing, amsler grid, pre/post-op.
* Manual lensometer, tonopen, keratometer, various automated instruments, Fundus Photos, IOL master, Ascans
* Tailor explanation/education to - procedure, diagnosis and patient comprehension.

**Organizational and Customer Service**

* Provide customer service to the public, using conflict resolution skills serving frustrated individuals.
* Communicate in a friendly, personable manner, in person or on the phone.
* Work as a team member with individual tasks; develop/oversee weekly projects with small group cooperation.
* Maintain client files and provide clerical and administrative support.

**WORK EXPERIENCE SUMMARY**

**Computer Lab Assistant**, Portland Community College, Portland, ORDate – Date

**Receptionist**, ABC Corp., Portland, ORDate – Date **Customer Service Representative**, ABC Corp., Portland, ORDate – Date