

WENDY MENJIVAR

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PROFESSIONAL SUMMARY

- **QUALIFICATIONS:** Highly personable/ patient focused bilingual Eye Therapist, who is talented in identifying patient needs, proper care and a commitment to successful treatment. I possess a team player mentality with the ability to multi-task and excel in a fast-paced environment. Capable of multitasking efficiently to increase company production and sales.

WORK HISTORY

Virginia Vision Therapy Center - Eye Therapist

Springfield, VA • 11/2016 - Current

- Planned individually-designed treatment programs to restore, maintain patients needing treatment for eye function, brain function, brain injury, learning disabilities and sports related rehab.
- Diagnose patients' functions and movements by observing them stand, walk or perform activities/tasks; performing various tests and measures; and listening to their concerns.
- implemented treatment therapy for Strabismus, Amblyopia, Ocular-Motor ("eye teaming") Dysfunctions, Visual-Perceptual ("eye-brain" coordination) Disorder.
- Use techniques such as exercises, hands-on therapy and equipment to ease patients' pain, help them increase their mobility, prevent further pain or injury and facilitate health and wellness.
- Strong Experience working ages ranging from infant to 16.
- Completed therapy for clients leading up to their completion and complete rehabilitation.
- Educated patients and family members regarding diagnosis, injury prevention and therapeutic treatments.
- Monitored and recorded patient progress in response to therapy.
- Inspected physician referrals and determined appropriate evaluation procedures with doctor assistance.
- Demonstrated clear written and oral communications skills when working with health care professionals, patients and caregivers.

Laura M. Jones - Real Estate Administrative Assistant

Springfield, VA • 12/2014 - 10/2016

- Under direct or indirect supervision, performs administrative functions for the general office.
- Duties include, but not limited to reception, answering phones, data entry, typed correspondence, file maintenance, errands, document creation, and customer service.
- Scheduled showings / follow up on feedback.

SKILLS

Proficient in of Microsoft Office (Word, Excel, Outlook, PowerPoint)

- administrative functions.
- Progress assessments/ documentation requirements
- Trained in motor and cognitive skills therapy
- CPR Certified
- Expert of VA Vision Therapy and rehab training. known as **behavioral optometry** or **developmental optometry**.
- One-on-one sessions
- Learning disability awareness
- Skilled in intake interviewing
- Bilingual in Spanish and English

EDUCATION

Annandale High School

June 2012

Northern Virginia Community College

Social Science, psychology

- Created flyers, ads, and marketing material.
- Follow up on incoming leads and customer needs.
- Installed Sentrilock boxes on properties under supervision of agent.
- Take photos of properties inside and out to prepare for listing in MRIS system.

Law Office of Robert Weed - *Administrative Assistant*

Annandale, VA • 11/2013 - 11/2014

- Typed correspondence.
- File clerk: scanned all bankruptcy files and uploaded to Dropbox filing system.
- Provided administrative support to judicial staff by duplicating and circulating documents, managing office mail, and handling individual requests.
- As needed, closed, locked up and prepared office for service next business day.
- Organized and maintained law libraries, documents and case files.
- Managed office supplies, vendors, organization and upkeep.