

TESA M. FREVERT

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Experience

- **Administrative Assistant III**, Saint Martin's University Nursing Department, Lacey, WA (October 2022-present)
 - Assist with preparation and balancing of the budgets for the Department of Nursing
 - Maintain office and student files, and other appropriate records
 - Manage contracts with clinical agencies
 - Initiate, process and track departmental forms (purchase orders, travel authorization, supply requisitions, etc)
- **Guest Teacher**, Griffin School District, Olympia WA (November 2021-October 2022)
 - Provide classroom instruction as assigned by absent teachers
 - Independently develop lesson plans and instructional content
 - Facilitate and guide group discussions and monitor student progress
 - Manage classrooms of 15-30 students grades K-8
- **Physical Therapist Assistant**, Grand Junction Therapies, Grand Junction CO (October 2014-October 2018)
 - Served as the primary physical therapy provider at an outlying satellite clinic, lead and supervised administrative duties of ancillary staff including appointment scheduling, billing and follow-up
 - Supervised clinical work of PT-aides
 - Out-patient care for patients of all ages with neurologic, orthopedic and cardiopulmonary diseases
 - Provided treatment through prescribed exercise regimens and strength training programs in collaboration with Physical Therapist
- **Physical Therapist Assistant**, Community Hospital Home Health, Grand Junction, CO (March 2014-October 2014)
 - Home Health Therapy for adult patients with neurologic, orthopedic and cardiopulmonary diseases
 - Managing and scheduling my own patient load allotting for individual patient needs, transportation requirements, as well as consideration of additional therapy and nursing needs
 - Communicating with Home Health team (PT, OT, SN) to assess patient status and needs including discharge planning

- **Physical Therapist Assistant**, Family Health West, Fruita, CO
(October 2012-April 2013)
 - In-Patient rehab facility catering to adult patients with neurologic, orthopedic, and cardiopulmonary diseases
 - Managing and scheduling patient load allotting for individual patient needs with consideration of additional therapy and nursing needs
 - Working with rehab team (PT, OT, SLP, MD/DO) to assess patient status and needs including discharge planning
 - Wound care including general debridement, wound vac application and maintenance
 - Home evaluations to manage safety concerns for patients being discharged
- **Loan Officer**, San Luis Valley Federal Bank, Alamosa, CO
(November 2006-August 2009)
 - Origination, underwriting, approval, and closing of mortgage and consumer loans
 - Gathered and maintained all necessary documents and records, and maintained accurate and up to date files
 - Assisted all clients equally in a primarily rural, underserved community regardless of age, race, gender, orientation, or economic means
 - Responsible for the hiring and supervision of Loan Processors for my own and additional Loan Officers needs
- **Assistant Manager/Head Teller**, 1st Source Bank, Fort Wayne, IN
(April 2005-August 2006)
 - Maintained in-depth knowledge of bank products, services, and best practices
 - Provided customer with high level of service, privacy, and confidentiality with a friendly, welcoming attitude
 - Handled all transactional services, including bank deposits, monetary withdrawals, financial transfers, and other bank transaction
 - Responsible for balancing individual cash drawer as well as reconciling vault transactions
 - Supervised and assisted additional tellers, including hiring, training, and scheduling

Education

- **Associates of Applied Science**, Physical Therapist Assistant, Pueblo Community College, 2012
- **Bachelor of Arts**, Speech Communication, Colorado State University, 2003

References

Available upon request