

**Isabella Nelson**  
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**516-838-7968**

**EDUCATION:**

**(2017- Present):**

University of New England  
11 Hills Beach Rd.  
Biddeford ME, 04005

**GPA:**

3.20

**Certifications/Achievements:**

First Aid/CPR (American Red Cross)  
University of New England Dance Team

**SKILLS:** Exceptional interpersonal skills, ability to acquire skillsets necessary for workplace excellence, a strong sense of integrity, ability to use excel spreadsheets, ability to use SPSS, general coding with HTML/CSS, general knowledge for use on WordPress, extremely reliable, driven to succeed and a desire to help others

**EXPERIENCE:**

**Liberty Bay Recovery Center, 343 Forest Ave, Portland, ME 04101**

**Position: Support Staff**

Responsibilities:

- An ability to remain professional in interacting directly with clients
- Provide a safe environment for residents to be able to recover from addiction and alcoholism
- Assist in daily tasks to keep the center running smoothly and safely
- Report in daily notes about residents' progress in treatment
- Provide transportation for clients' daily meetings and appointments
- Assist in supporting residents throughout their treatment, encouraging healthy living

**Otto, 225 Congress St, Portland, Me 04101**

**Position: Cook, Prep Cook, Counter**

Responsibilities:

- Maintain a clean work environment following food safety guidelines
- Manage daily money in drawers and register
- Ability to handle cash transactions with customers
- Excellent interpersonal skills and ability to interact with customers in a professional manner
- Multitasking in a fast-paced environment
- Proven ability to take the lead when managers are not present

**Professional Physical Therapy, 66 Commack Rd, Commack NY, 11725**

**Position: Intern**

Responsibilities:

- A working knowledge of therapeutic methods for treating pain, illness, and fatigue
- Possess a strong knowledge of the workings of the human body
- Interact well with clients on a daily basis
- Maintain professional attitude and friendly demeanor

- Work with clients to achieve their goals
- Understand treatment goals and seek to fulfill them
- Strive to build relationships with all clients
- Possess a strong knowledge of the programs of Professional Physical Therapy
- Ability to acquire a working knowledge of the necessary duties associated with the position

**PERSONAL REFERENCES:**

Carly Flagg, Clinician at Liberty Bay Recovery Center, 914-815-0784

Dylan Paradis, Director of Support Staff at Liberty Bay Recovery Center, 207-316-9975

Brian Pelliccia, Manager at Otto, 207-423-9634