

GRETCHEN B. MC CARTHY

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Permanent Address

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Local Address

302 Pine Street
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EDUCATION

- University of Wisconsin - La Crosse (La Crosse, WI)
- Bachelor of Science in Therapeutic Recreation, May, 2009
Minor: Psychology
Emphasis: Child/Youth Care
- G.P.A. in Major 3.1
- Program Nationally Accredited by NRPA/AALR

THERAPEUTIC RECREATION EXPERIENCE

Pediatric Unit Youth Worker

- St. Joseph's Hospital - Children Services (Marshfield, WI) <http://www.ministryhealth.org> 3/04-5/05
- Visited pediatric patients at bedside (Ages birth-18)
 - Provided developmentally appropriate activities and crafts (i.e. computer games, puzzles, book, art cart)
 - Gave parents a break
 - Provided infant stimulation (i.e. rocking, holding, played music, rattles, mirrors)
 - Disinfected toys, equipment, and activity areas

Activities Department Leader

- Franciscan Skemp Healthcare - Elder Services/Assisted Living (La Crosse, WI) <http://mhs.mayo.edu> 11/02-12/02
- Conversed with and read to older adult tenants in congregate housing
 - Played games with tenants such as board, card, and Yahtzee games
 - Decorated facility for the holidays
 - Created many arts and crafts for and with tenants and facility
 - Helped residents select holiday cards for family and friends
 - Created monthly activity and birthday calendars on poster and marker board

Activity Coordinator

- Hillview Health Care Center-Geriatric Nursing Home (La Crosse, WI) <http://www.healthgrades.com> 2/04-4/05
- Played BINGO with residents - helped them read cards and handed out prizes
 - In charge of Book Cart; helped residents with reading and had large print books available
 - Assisted with cooking group
 - Provided sensory stimulation to residents with lower functioning and dementia in lounge program
 - Attended and facilitated my own activity station at a carnival for residents and their families
 - Led a reminiscence group where residence rolled a pair of dice to see what question they could answer
 - Exercise with group of approximately 10 residents

Special Event Coordinator

- Lakeview Health Care Center-Geriatric Nursing Home (West Salem, WI) 2/03-3/03
- Met and socialized with residents in one on one or group situations
 - Decorated facility and helped in setting up for the Volunteer Appreciation Night Banquet
 - Involved in a Poker Run within the facility with the residents

CHILD/YOUTH CARE EXPERIENCE

School-age Teacher

- Child Care Center (De Pere, WI) 5/05-8/05
- Created activity plans for the entire summer for students K-5
 - Created "SURVIVIOR" challenges every Friday
 - Interacted with children through games, conversation, art, and sports
 - Responsible for planning "End of the Summer" camping trip
 - Responsible for planning field trips in and out of the area

Child Care Teacher, Assistant Teacher, and Substitute

- Red Balloon Child Care Center (La Crosse, WI) <http://www.redballoonchildcare.com> 3/05-5/05
9/19-Present
- Interacted with children (birth-fifth grade) through play, song, group activities, and art
 - Responsible for closing facility at the end of the day

SKILLS SUMMARY

- Ability to build a strong rapport with clients, families, employees
- Always open for suggestions and looking for new ideas that may improve my ability to provide the best care for clients
- Ability to put clients' needs and interests first and foremost
- Ability to facilitate a wide range of sports, arts, crafts, and play

WORKSHOPS AND PROGRAMS ATTENDED

- | | |
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| ▪ Volunteer Puppet Operator, Kids on the Block, performed for elementary school | 11/05 |
| ▪ Attendee, Stress Management Workshop (Sponsored by AstraZeneca LP) | 1/06 |

OTHER EXPERIENCE**Employee of Medical Records Department**

Cardiovascular and Associates Winona, MN

Summers of '02, '03, '04

- Answered phones, delivered messages to nurses, doctors, and other staff with patience and professionalism
- Proficient with Word Processing
- Pulled patient charts for upcoming appointments and for requests of staff
- Faxed and mailed records to other medical facilities or released them to patients
- Inserted documents into new electronic medical records system
- Archived old medical records into new computer system and maintained confidentiality according to HIPPA regulations

CERTIFICATIONS/MEMBERSHIPS

- Adult, Child, and Infant Certification in CPR and AED (BLS for Healthcare Providers),
- Member, Therapeutic Recreation Club

REFERENCES**Colleen Dvorak**

Owner/Director
Edgar Child Care Center
620 North 4th
De Pere, WI 54426
(920) 352-2000

Heather Giddings

Supervisor of Medical Records
Cardiovascular and Associates
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Susan 'BOON' Murray, Ed.D., CCLS, CTRS

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