

Sylvia Galvan

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SUMMARY

Rehabilitation technician with four years supporting **Physical Therapists** and **Occupational Therapists** across **acute care** and **inpatient rehabilitation** settings. Provides therapist directed treatment support, patient transfers, positioning, functional mobility assistance, equipment preparation, treatment space organization, and safe movement for patients with varied mobility needs. Uses clear verbal and written communication during scheduling changes, routine documentation, electronic order workflows, and multidisciplinary coordination. Maintains clean equipment, stocked supplies, organized treatment areas, and dependable daily therapy operations. Comfortable with physically active shifts involving extensive standing, walking, pushing, lifting, positioning, and transfer support. Has oriented volunteers to department routines and nonclinical boundaries. Brings calm, respectful patient care and practical operational support that help therapists deliver safe, organized treatment.

EXPERIENCE

Rehabilitation Technician

October 2024 - Present

West Michigan Rehabilitation Hospital

Kalamazoo, MI

Supports inpatient rehabilitation operations for Physical Therapists and Occupational Therapists. Prepares patients, equipment, supplies, and treatment areas while coordinating schedules, inventory, communication, volunteer orientation, and safe therapist directed care.

- Prepared patients and **equipment** for therapist directed inpatient **treatment procedures** within documented care plans.
- Supported **patient transfers**, positioning, and **functional mobility** while following therapist instructions and safety precautions.
- Restored **treatment spaces**, mobility aids, linens, and reusable equipment after scheduled patient care.
- Coordinated scheduling changes with therapists and nursing staff through computer based daily workflows.
- Monitored treatment **supplies**, restocked par levels, and reported shortages before scheduled care activities.
- Oriented volunteers on department routines, equipment organization, and appropriate clinical support boundaries.

Rehabilitation Aide

October 2022 - September 2024

Southwest Therapy Services

Battle Creek, MI

Supported daily rehabilitation services through equipment setup, patient mobility assistance, treatment space cleaning, supply organization, scheduling updates, and communication with therapists and care team members.

- Set up therapist selected equipment and treatment areas for mobility and functional activity sessions.
- Followed Physical Therapist and Occupational Therapist instructions during delegated treatment activities and patient observation.
- Applied safe body mechanics during patient **positioning**, **pushing**, movement, and transfer support.
- Cleaned treatment surfaces and reusable equipment, maintaining an orderly care environment for patients.
- Counted therapy supplies and organized materials by treatment area for scheduled patient sessions.
- Entered scheduling updates and routine service information into **computer systems** for coordinated workflow.

PROJECTS

Acute Care Therapy Operations 📅 2025

Organized a supervised workflow for treatment space preparation, equipment cleaning, supply checks, scheduling updates, and therapist communication during inpatient rehabilitation services.

Patient Mobility Support Workflow 📅 2024

Mapped safe preparation steps for transfers, positioning, mobility aids, patient dignity, therapist precautions, and clear communication during active rehabilitation sessions.

LEADERSHIP & AWARDS

- Recognized by rehabilitation staff for dependable preparation of treatment spaces and equipment.
- Selected to orient volunteers on department routines, equipment organization, and nonclinical boundaries.
- Earned continuing trust from therapists through consistent support during physically active patient care.

EDUCATION

High School Diploma

2022

Kalamazoo Central High School GPA: 4.0

Kalamazoo, MI

Coursework: Human anatomy, health science, communication, computer applications

CERTIFICATIONS

- Basic Life Support, American Heart Association 📅 2024

- Safe Patient Handling and Mobility Training 📅 2023

TECHNICAL SKILLS

- **Rehabilitation Support:** Physical Therapy, Occupational Therapy, Therapist Directed Treatment
- **Patient Mobility:** Patient Transfers, Functional Mobility, Patient Positioning
- **Safe Handling:** Safe Patient Handling, Transfer Techniques, Body Mechanics
- **Equipment Operations:** Mobility Aids, Treatment Equipment, Equipment Cleaning
- **Treatment Areas:** Treatment Space Setup, Area Organization, Linen Preparation
- **Inventory Control:** Supply Counts, Par Levels, Restocking
- **Scheduling Systems:** Patient Scheduling, Schedule Updates, Daily Calendars
- **Electronic Orders:** Electronic Ordering Systems, Patient Care Orders, Computer Systems
- **Clinical Communication:** Multidisciplinary Communication, Verbal Communication, Written Communication
- **Life Support:** Basic Life Support, CPR, Emergency Response
- **Patient Care Settings:** Acute Care, Inpatient Rehabilitation, Bedside Care
- **Volunteer Support:** Volunteer Orientation, Department Routines, Support Boundaries

SKILLS

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|-----------------------|--------------------------------|-------------------------|-------------------------------|
| • Acute Care | • Safe Patient Handling | • Patient Scheduling | • Therapy Support |
| • Patient Transfers | • Equipment Preparation | • Computer Skills | • Volunteer Orientation |
| • Functional Mobility | • Treatment Space Organization | • Verbal Communication | • Electronic Ordering Systems |
| • Patient Positioning | • Supply Inventory | • Written Communication | |

PROFESSIONAL AFFILIATIONS

- Collaborated with Physical Therapists, Occupational Therapists, nurses, and rehabilitation support staff.
- Supported volunteer integration by explaining department routines and directing clinical questions appropriately.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST