

# MYRA BOUTROS MONKHOUSE

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## EDUCATION

Indiana State University, Terre Haute, IN

Expected May 2023

**Bachelor of Science, Applied Medicine**

Minors: Massage Therapy and Medical Sales

## ATHLETIC EXPERIENCE

**Manual Therapist**, Sycamore Pain Clinic, Terre Haute, IN

May 2022-Present

- Perform 60 and 90 minute Swedish, Hot Stone, and Shiatsu massages
- Prepare treatment rooms with hot towels and sheets
- Provide clients with guidance and information about techniques for postural improvement, stretching, strengthening and relaxation

**Therapy Aide**, Orthopedic Sports and Medicine Center, Brazil, IN

May 2010-May 2022

- Observed patients during treatment to compiled and evaluated data on patient responses and progress, and report to physical therapist
- Secured patient into or onto therapy equipment
- Administered traction to relieve neck and back pain using intermittent equipment
- Maintained equipment and furniture to keep it in good working condition performing the assembly and disassembly of equipment
- Cleaned and organized work area and disinfected equipment after treatment

## WORK EXPERIENCE

**Residential Life Desk Manager**, Pickerl Hall, Terre Haute, IN

May 2022-Present

**Residential Life Assistant**, Jones Hall, Terre Haute, IN

August 2020-May 2022

- Collaborate directly with the hall supervisor and supervise 22 desk attendants
- Approve payroll each week of 58 student assistant employees
- Supervise desk attendants, enforce rules and take disciplinary action when necessary
- Schedule desk shifts ensuring 24/7 coverage
- Serve as Resource Advisor helping student council members become involved in the campus community

**Shoes Associate**, Kohl's, Brazil, IN

May 2021-Dec. 2021

- Aided in Stock Room Management, cataloged missing sample reports and shipment of products
- Organized and designed displays for the floor of the department to attract customers
- Assisted customers in deciding purchases, sizes, shoe types and vendors
- Executed and operated proper transaction procedures per purchase

## CAMPUS INVOLVEMENT

Hall Council at Indiana State University

October 2020-Present

**Vice President of Community Service**

- Plan 16 community service events while increase membership by 55% (25) during 2018-19 year
- Facilitate group discussions with ideas on helping make the Hall a better place to live