

Sarah Wilke
2101 Patrick Lane
Waukesha, WI 53188
(262)366-0343

September 5, 2018

City of Waukesha
201 Delafield St.
Waukesha, WI 53188

Re: Alderman position opening in District 14

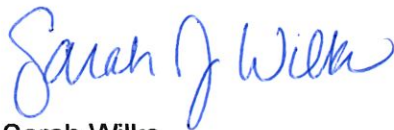
Mayor Riley:

I was excited to see your opening for an aldermanic position in my district. I have always had a strong interest in our local government and would appreciate an opportunity to actively participate and be part of the governing body. I would welcome the opportunity to be a voice for my community and help us to continue to grow in a strong and positive manner.

As you can see by my resume, I believe in service to others in my community. I have been employed by local government in a small way by working with the summer program for Hartland Parks and Recreation. As an occupational therapist, I have used the skills of problem solving and mediation to set and achieve positive patient outcomes. The aspects of safety, support and finances is a delicate balance within families. I often served as a facilitator.

Waukesha is a special place. It has been my home for the last 11 years. It is the home of my children. My goal is for a safe and nurturing community for them and all citizens. The City Council is an integral part of maintaining a positive influence and continued growth. It would be a privilege to serve on the Council. Thank you for your consideration.

Sincerely,



Sarah Wilke

Enclosure: Resume

Sarah Wilke
2101 Patrick Lane, Waukesha, WI 53188 Phone (262) 366-0343
E-mail sjwilke@live.com

Education

Mount Mary College August 2005 to 2009

M.S. Occupational Therapy

Clinical Experience: Level I: LindenGrove, Lutheran Social Services

Level II: Orthopedic Associates, Waukesha Memorial Hospital

University of Wisconsin Milwaukee September 2001 to May 2005

B.S. Communication Sciences and Disorders

Clinical Experience: Fall 2004 Lake Bluff Elementary School

Waukesha County Technical College Fall 2003

EMT Basic License

Healthcare Provider CPR certification

Employment

Pewaukee School District September 2016- June 2017

Occupational therapist- Provided evaluation, screening and therapeutic intervention for students, collaborated with other disciplines, educated staff, documented progress and provided environmental modifications.

LindenGrove May 2009- May 2016

Occupational Therapist- Established and implemented plan of care for patients, planned for and completed patient discharge including home programs, document progress accurately and timely, provides updates to physicians, supervise COTA

Premier Medical Staffing Agency 2010 to 2012

Occupational therapist with regular placement in acute care setting at Fort Atkinson Hospital providing evaluation, treatment, discharge recommendations and education with documentation in electronic medical record

Children's Hospital of Wisconsin December 2005- October 2009

Health Unit Coordinator- facilitated communication between medical personnel, assisting families and children with admission/discharge, preparing forms for admission, discharge and transfers, audit patient charts and other clerical duties.

Hartland Fire Department April 2003 to 2007

Provided emergency medical care, documentation of services, aid in rescue operations, and community education on basic rescue procedures and CPR on a part time and paid on call basis.

Village of Hartland Spring 1999 to fall 2004 (Summers only)

Summer Youth Programs Coordinator- planned field trips and activities, interacted with children and parents, hiring, training and evaluating staff, overseeing all day campers in the park, leading weekly staff meetings.