

# STEPHANIE RONDEAU

## MS, LAT, ATC

### OVERVIEW

A highly motivated and creative professional with a passion for writing, editing, and a knack for storytelling. Possesses a keen eye for detail and the ability to create compelling content that engages audiences. Skilled writer, editor, and instructor with a passion for helping others achieve to the best of their potential. Strong knowledge of medical terminology, written communications, EPIC/EMR systems, imaging, and hospital protocols. Highly motivated to contribute to team success.

### SKILLS

Medical Terminology – Informed Consent Process – Patient Confidentiality – Clinical Documentation – Anatomy and Physiology –AMA Style – Editing – Medical Writing – Scientific Fact Checking

### EXPERIENCE

#### **Athletic Trainer**

Active Recovery Boston | Franklin, MA

Nov 2024 - Present

- Conduct functional movement assessments and biomechanical screenings to identify root causes of dysfunction and guide evidence-based treatment planning
- Develop and implement corrective exercise strategies tailored to individual patient needs, improving mobility and overall functional performance
- Educate patients on ergonomics, posture, and proper movement mechanics, integrating long term behavior change strategies to reduce pain and injury risk
- Apply manual therapy and instrument assisted techniques to improve mobility, decrease pain, and improve daily quality of life
- Track patient progress through detailed documentation and outcome measures, adjusting treatment protocols to ensure continual improvement

#### **Term Lecturer**

Mass General Brigham Institute of Health Professions | Boston, MA

June 2025 – Present

- Develop engaging Writing for Medical Professionals course for students at the MGH IHP, guiding students in clear and masterful professional communication.
- Design and implement a curriculum that includes various elements of writing and revision, peer review, and analysis of published works.
- Collaborate with faculty at the MGH IHP to align writing assignments with current standards in clinical documentation and professional writing.
- Use tools like Microsoft Word, PowerPoint, and editorial style guides to manage multiple editing projects in a fast-paced, remote team environment
- Integrate tools such as style guides and templates to support skill development for all students at varying stages of professional writing skills.

## **Developmental Editor and Project Manager**

Streamline Books

Jan 2024 - Present

- Collaborate with authors to shape book concepts, story arcs, and messaging, ensuring alignment with Streamline Books' brand voice and audience expectations.
- Conduct in-depth manuscript evaluations and created detailed editorial letters outlining revision strategies to strengthen narrative flow and reader engagement.
- Transform raw drafts or transcripts into structured, compelling manuscripts through substantive editing, rewriting, and reorganization.
- Use tools like Microsoft Word, PowerPoint, and editorial style guides to manage multiple editing projects in a fast-paced, remote team environment
- Coordinate with the design and marketing teams to ensure manuscript development supported cover copy, back matter, and promotional materials

## **Communications Specialist**

Peace at Home Parenting Solutions | Storrs, CT

Jan 2020 – June 2023

- Employed effective verbal and written communication skills to communicate and interact with all levels of the organization
- Generated creative ideas for new campaigns that aligned with overall business objectives
- Collaborated with cross-functional teams to create integrated communications plans across various platforms
- Worked with subject matter experts to create messaging, talking points and other content
- Managed the production of promotional materials such as brochures, newsletters, press releases, and other marketing collateral

## **Orthopedic Technician**

Brigham and Women's Hospital | Boston, MA

Feb 2019 – Feb 2022

- Maintained accurate documentation of patient progress in electronic medical records system (EPIC) according to HIPAA regulations
- Collaborated with members of multidisciplinary healthcare team, including physicians, nurses, PT, OT and PAs to ensure quality care
- Prepared casting materials for immobilization of fractures and applied fiberglass casts and splints for optimal healing
- Fitted orthopedic prefabricated splints and braces onto patients and made any necessary adjustments

## **Athletic Trainer**

Emerson College | Boston, MA

Sept 2010 – January 2017

- Communicated effectively with team physicians regarding diagnosis, prognosis, and treatment options for injured athletes
- Performed soft tissue work including Graston technique, cupping, soft tissue massage, and others
- Demonstrated expert knowledge of anatomy, physiology, kinesiology, and biomechanics related to sports injuries

- Provided emergency care to injured athletes during practice, games, and other athletic events
- Maintained accurate records of injury reports and treatment plans for each athlete and frequently communicated with insurance companies for prior authorization of services

## **EDUCATION**

### **MS - Applied Nutrition**

Northeastern University | Boston, MA

May 2012

### **BS- Athletic Training**

Northeastern University | Boston, MA

April 2005