

# Ashley Arias

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## OBJECTIVE

Diligent and efficient graduate maintaining strong interpersonal skills and the ability to work under pressure. Offers great work ethic with strong environment adaptability and willingness to learn. Eager to bring value and change to disadvantaged groups regarding mental health accessibility through hard work and commitment to excellence.

## EDUCATION

### Montclair State University:

B.A., Psychology, Minor: Social Work

Graduated May 2020 GPA: 3.7

**Relevant Courses:** Clinical Psychology, Abnormal Psychology, Helping & Engagement Skills, Child Abuse & Neglect

**Skills:** Bilingual (Spanish), Teamwork, Leadership, Software (Microsoft Word, Excel, Outlook, Powerpoint)

## WORK EXPERIENCE

### Intake Counselor Intern, *The Door, New York, NY*

Jan. 2019-present

- Conducted 1:1 intake interviews/psychosocial assessment with prospective members
- Made appropriate referrals based on analyzing members' needs and interests
- Identified at-risk youth & high-risk behavior disclosed in intake interviews
- Collected interview summaries and completed other documentation pertaining to new members

### Research Assistant, *Clinical and Community Studies Lab, Montclair State University, NJ*

Jan. 2020-May 2020

- Protocol development and implementation
- IRB proposal development
- Data collection, aggregation & analysis
- Conducted literature reviews
- Miscellaneous lab duties

### Student Assistant, *Montclair State University Ben Samuels Children Center, NJ*

Sept. 2016-Sept 2019

- Assisted in performing child care routine including feeding, diapering, sleep routine, cleaning
- Worked in various classrooms gaining perspective within different populations
- Prepared and portioned meals consistently and in compliance with required methods of food prep
- Became First Aid/CPR/AED certified

### Server/Hostess, *Los Catrines, New Hope, PA*

Jan. 2017-Aug 2019

- Provided highest quality customer service to guests by greeting them and explaining food and beverage specials
- Responsible for training new employees through restaurant guidelines
- Handled all cash transactions and inventory stock
- Ensured cleanliness of dining area

### Office Assistant/Outreach Coordinator, *Montclair State University, NJ*

Sept. 2016-Sept. 2017

- Outreach with first year students in introduction classes
- Performed general office duties and errands
- Organized/updated paperwork and files
- Coordinated events as necessary

## PROJECT EXPERIENCE

- Properly conducted a Psychosocial Assessment
  - Identified patient, family history, history of mental illness & presenting illness
- Conducted an original research proposal to prove how exercise was linked to relieving stress
- Conducted an original research proposal on Child Maltreatment in the Latinx Community
  - Research focused on Child Sexual Abuse & culturally appropriate treatment and prevention models
- Assumed the role of a social worker while another person assumed the role of the "practice client"
- Prepared a LCSWA clinical case narrative

## EXTRACURRICULAR ACTIVITIES

### CHSS Mentor

Aug. 2019-May 2020

- Mentor for freshman students in the College of Humanities and Social Sciences
- Aid in scheduling and Psychology related courses
- Monthly follow up with designated mentee(s)

### Circle K International

Sept. 2018-May 2020

- General Member of student led collegiate international service organization
- Completed more than 50 service hours
- Participated in service projects on and off campus

### Phi Sigma Fraternity

March 2017-May 2020

- Completed more than 100 service hours
- Served as Secretary of organization which included conducting weekly meeting minutes and in arranged community service hours
- Served as Philanthropic Chair by setting up community service events with nonprofit organizations
- Donated school supplies to those in need in local schools, along with raising money for other causes

**AWARDS & HONORS**

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<b>National Society of Leadership &amp; Success</b> <ul style="list-style-type: none"><li>• Outstanding leadership ability</li><li>• Help set up/work events</li><li>• Participated in live broadcasts</li></ul>	Spring 2018-Present
<b>Dean’s List</b> <ul style="list-style-type: none"><li>• Maintaining a 3.5 &amp; above GPA</li></ul>	Spring 2017-Present

**Excellent References Upon Request**