



ALAHNA RICHARDS

PSYCHOLOGY GRADUATE

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- Duluth, Georgia 30097

PROFESSIONAL SUMMARY

A recent graduate of Georgia State University with a Bachelor of Science in Psychology provides valuable experience in research and clinical settings, data collection, analysis, and applying psychological principles to real-world challenges. In my previous experience, I have proven my ability to collaborate effectively in team environments, communicate findings, and manage responsibilities in fast-paced settings. I am passionate about advancing social wellness by understanding and addressing human behavior to improve individual and societal outcomes.

EDUCATION

GEORGIA STATE UNIVERSITY

BACHELOR OF SCIENCE IN PSYCHOLOGY 3.91/4.0 GPA AUGUST 2021 - DECEMBER 2024

Summa Cum Laude graduate with President's/Dean's list honors every semester. In my freshman year, I participated in the student housing community council, taking the role of president of my housing building, providing me with leadership experience and the ability to listen to, grow with, and understand my peers.

CAREER HISTORY

EVENT STAFF

AMERICAN DISTILLING INSTITUTE AUGUST 2023 - AUGUST 2024

- Coordinated logistics for event operations, ensuring smooth registration and attendee check-ins.
- Managed and organized event materials, including conference schedules, attendee badges, and promotional items.
- Represented the organization professionally, embodying brand values and maintaining high standards of etiquette
- Facilitated networking opportunities by connecting industry professionals and fostering meaningful interactions

UNDERGRADUATE RESEARCH ASSISTANT

AUGUST 2023 - JANUARY 2024

EMORY UNIVERSITY - GRADY TRAUMA PROJECT

- Coordinated and conducted comprehensive screening assessments with participants to evaluate their eligibility for ongoing trauma-focused research studies.
- Administered extensive interviews to gather detailed information about participants' past and current life experiences related to trauma.
- Conducted recruitment calls to identify and engage potential participants, ensuring clear communication about study requirements and objectives.
- Maintained accurate documentation and adhered to ethical research protocols to protect participant confidentiality and support the integrity of the study.

BUSINESS DEVELOPMENT COORDINATOR

DECEMBER 2022 - MARCH 2023

BUSINESS & BOURBON, LLC - ATLANTA, GA

- Identified and pursued business growth opportunities, contributing to increased company sales and market presence.
 - Managed account development by building and maintaining strong client relationships to ensure long-term partnerships.
 - Conducted cold calls to engage potential clients, effectively assessing their needs and aligning them with tailored solutions.
 - Developed and implemented strategies to drive sales growth, leveraging market insights and client feedback to refine approaches.
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ADMINISTRATIVE ASSISTANT

JUNE 2020 - AUGUST 2022

INTELLIGENT BUSINESS ADVISORS - ATLANTA, GA

- Managed scheduling, coordinated appointments, and maintained calendars to ensure efficient time management for the team.
 - Conducted cold calls to prospective clients, fostering relationships and generating leads to support business growth.
 - Performed accurate data entry and conducted data analysis to provide actionable insights and support decision-making.
 - Delivered exceptional customer service by managing client expectations and ensuring superior levels of satisfaction.
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CUSTOMER SERVICE REPRESENTATIVE

NOVEMBER 2021 - MARCH 2022

WHOLE FOODS MARKET - ALPHARETTA, GA

- Delivered excellent customer service by assisting shoppers with inquiries, resolving issues, and ensuring a positive shopping experience
 - Acted as an in-store shopper, efficiently fulfilling online and in-store customer orders with accuracy and attention to detail.
 - Maintained a professional and friendly demeanor while managing multiple tasks in a fast-paced retail environment.
 - Contributed to a clean and organized store atmosphere to enhance the overall customer experience.
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SUMMER CAMP COUNSELOR

MAY 2021 - AUGUST 2021

LIFE TIME FITNESS - JOHNS CREEK, GA

- Oversaw creating, scheduling, and managing all social media content and promotional campaigns for the business. Developed and executed strategies to increase audience engagement and brand awareness across multiple platforms.
- Monitored analytics to assess the performance of posts and promotions, using insights to optimize future campaigns.
- Collaborated with team members to align social media efforts with overall business goals and maintained a consistent brand voice and visual identity.

SOCIAL MEDIA MANAGER

VINTAGE POPS - FORT LAUDERDALE, FL

AUGUST 2018 - MARCH 2019

- Oversaw creating, scheduling, and managing all social media content and promotional campaigns for the business. Developed and executed strategies to increase audience engagement and brand awareness across multiple platforms.
 - Monitored analytics to assess the performance of posts and promotions, using insights to optimize future campaigns.
 - Collaborated with team members to align social media efforts with overall business goals and maintained a consistent brand voice and visual identity.
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SKILLS

- Schedule management
- Leadership
- Empathy
- Clinical Research
- RedCap
- Conflict management
- Data Collection
- Adobe Premiere Pro
- Microsoft Office
- Business Development
- Data Analysis
- Social Media Management
- Cold Calling

AWARDS

SUMMA CUM LAUDE

DECEMBER 2024

Graduated from Georgia State University with a 3.91 GPA receiving the highest honors.

PRESIDENT'S LIST

AUGUST 2021 - DECEMBER 2024

Completed six semesters at Georgia State University with a minimum 4.0 GPA

GROUPS

GEORGIA STATE UNIVERSITY UNDERGRADUATE STUDENT ADVISORY BOARD

GEORGIA STATE UNIVERSITY - ATLANTA, GA

- Worked with administration and student government to advocate for undergraduate learning and student services.
- Provided input on undergraduate programs and policies.

RHA COMMUNITY COUNCIL

GEORGIA STATE UNIVERSITY - ATLANTA, GA

- Led my peers in weekly meetings and represented the students in my dorm building.
 - Worked with my peers to facilitate a broader dialogue between undergraduate students, administrators, and faculty.
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