

## Contact Information

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## Objective

Ambitious student pursuing psychology degree and eager to contribute developed knowledge in an industrial-organizational psychologist role. Skilled in team-work and leadership in workplace settings. Adaptable and driven with strong work ethic and ability to thrive in team based or individually motivated settings.

## Education

### **Southern New Hampshire University, Manchester, NH**

Bachelor of Art in Psychology

January 2021 – Current

- 4.0 GPA on 4.0 Scale
- Phi Theta Kappa Member-7/16/2019
- The National Society of Collegiate Scholars Member (NSCS) - 5/18/2021
- The National Society of Leadership and Success Member (NSLS) - 8/13/2021
- Completed coursework in Applied Social Sciences
- Psychology Club and Mental Health Awareness Club Member
- Psychology Club Engagement Officer (April 26, 2021-Present)
  - Responsibilities:
    - Welcome new members who post on the club space and encourage them to join the club by emailing the club email address.
    - Actively seek out new students through community searches, the student introductions page, or any tags the club might use regularly.
    - Work with the Events Officer to find ways to promote the online club to the larger student body.
    - Actively seek out opportunities and topics relevant to the online club and encourage member participation online and in their local communities to increase participation between meetings.
    - Work as a team or independently to create power point presentations to present during the club monthly meetings
- Mental Health Awareness Club Events Officer (April 26, 2021-Present)
  - Responsibilities:
    - Promote all events for the organization within SNHUconnect or other organization properties (email) to all members to encourage participation.
    - Add events to 25Live to be published on the University calendar.
    - Promote the online club in SNHUconnect and via other SNHU sponsored social media properties to recruit new SNHU online and continuing education student members.

- Collaborate with other clubs to host events relevant on a broad scale to the SNHUconnect community.
- Work as a team or independently to create power point presentations to present during the club monthly meetings

### **College of DuPage, Glen Ellyn, IL**

Associates in Science with High Honors

August 2018 – December 2020

- 3.725 GPA on 4.0 scale
- Honor Roll Fall 2018, Summer 2019, Fall 2019, Spring 2020, Fall 2020.
- Phi Theta Kappa member – 7/16/2019
- The National Society of Collegiate Scholars Member – 5/18/2021
- Completed coursework in General Psychology, Social Psychology, Physiological Psychology, Introduction to Addictions, Interpersonal Dynamics, and Introduction to Human Services.

### **Neuqua Valley High School, Naperville, IL**

High School Diploma

August 2014 – May 2018

- 3.2321 GPA on 4.0 scale
- Completed coursework in Spanish 1, 2, and 3, Child Development, Early Childhood Tech Lab, Introduction to Education, Sociology, and Psychology.

## **Work Experience**

### **Because I said I would Human Resources Internship**

August 25<sup>th</sup>, 2021 – Present

- Provide documentation of daily activities provided by the manager for use in future interns/volunteers/staff
- Update internal databases employee information, including contact details and employment forms
- Use recruitment strategies to screen resumes, application forms, conduct interviews, and create job postings for qualified candidates
- Optimize and organize company files, paperwork, and application forms for future use
- Assist with preparation of HR-related reports as needed for weekly staff meetings
- Review and distribute company policies in digital formats or hard copies, including employee handbooks and updated job descriptions
- Recruit and train volunteers

## Volunteer Experience

### **Alleluia Lutheran Church Volunteer**

June 2015 – April 2020

- Improved operations by assisting with various entry-level tasks, saving valuable time for busy staff.
- Developed and implemented activities and special children's ministry events.
  - Helped with KidsConnect on Saturday evenings
  - KidsConnect events throughout the year
  - Vacation Bible School during the summer