

## YOUR NAME

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### EDUCATION

#### Suffolk University, College of Arts and Sciences

*Bachelor of Science Degree*

Major: Psychology; Minor: Education Studies; GPA: 3.7

Honors: Dean's List all semesters; CAS Faculty Term Scholarship Recipient

Study Abroad: **Suffolk University Madrid Campus**, Madrid, Spain

Boston, MA

September 2018–May 2021

Spring 2019

#### Bunker Hill Community College

*Associate in Arts Degree*

Major: Psychology; GPA: 3.8

Honors: Commonwealth Honors Program; Dean's List

Boston, MA

September 2015–May 2017

### ACADEMIC COURSES

- Behavioral Statistics, Research Methods and Design, Social Psychology, Child Development, Introduction to Counseling
- Critical Issues in Education, Educational Psychology

### RELATED EXPERIENCE

#### Suffolk University - Social and Emotional Well-Being Lab

*Psychology Research Assistant*

Boston, MA

January 2021 – May 2021

- Conducted literature reviews and summarized findings from peer-reviewed journal articles
- Independently created research project on the topic of emotional well-being during the pandemic; met regularly with professor to discuss findings and receive feedback
- Prepared poster presentation for the New England Psychological Association (NEPA) conference in June 2021

#### TILL (Toward Independent Living and Learning)

*Specialist Support Intern*

Boston, MA

June 2019–August 2019

- Accompanied and provided attentive supervision for clients with disabilities during activities and outings
- Presented life skills workshops and trainings to groups of 10-12 young adults
- Provided behavioral support and interventions for clients when needed

#### Bright Horizons Early Childhood Education

*Substitute Child Care Teacher*

Boston, MA

January 2017–June 2017

- Attended 10 hours of training plus monthly professional development seminars; passed required certification exams
- Supported classrooms composed of diverse young children ages 0 to 13 by leading infant, toddler, preschool, and school-aged academic and recreational activities; fostered social-emotional resilience among students
- Followed NAEYC guidelines for early childhood education through learner-center environments, evidence-based curriculum, and proven-instructional practices, to ensure the children were cared for at the highest level

### WORK EXPERIENCE

#### Starbucks

*Customer Service Representative*

Boston, MA

September 2015–June 2017

- Recorded customer orders; accurately prepared food and beverage items as requested
- Processed payments through cash, credit card, and mobile application transactions

### VOLUNTEER AND LEADERSHIP EXPERIENCE

#### Saint Francis House

*Volunteer*

Boston, MA

December 2018–Present

- Prepare and serve meals for homeless guests; provide companionship and engage in conversations

#### Suffolk University Student Government Association

*Class Senator*

Boston, MA

September 2017–May 2021

- Represent class of 2021 at meetings; communicate concerns and issues of interest to student body
- Coordinate two university-wide social events each semester resulting in increased student engagement on campus

### SKILLS

**Proficient in:** Microsoft Office Suite, Intermediate Excel, SPSS

**Languages:** Fluent in English and Spanish

**Professional:** CITI Program Certified; knowledge of child development and basic counseling techniques