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OBJECTIVE

To become a part of your team where my skills, experience, and education will contribute positively to the company's mission.

EDUCATION

Bachelor of Science in Psychology (2017)
Morgan State University, Baltimore, MD

RELEVANT COURSEWORK

Psychology which is the study of human behavior and mind processes is also represented within subfields that include clinical / counseling , social, industrial /organizational, neuroscience / physiological, developmental, cognitive, school / educational, and health. Related courses include but are not limited to: Statistical Analyses, Neurobiology, Business Writing, Scientific Writing, Scientific Discoveries, Biology, Chemistry, Mathematics, and Philosophy.

RESEARCH EXPERIENCE

Virginia State University's Mind Match Chess Program
Virginia & Baltimore, MD

September 2012 - June 2013

Research Assistant

- Implement the research study by teaching large groups of 3rd, 4th and 5th grade students (inner city): administering tests, making observations, recording test scores, collecting all the materials
- Strong teamwork
- Make last minute decisions to benefit the research when the coordinator was not there
- Consult Directors of the Research
- Collecting and cleaning the data to record later
- SPSS Software
- Presented research at VSU undergraduate conference & Mae P. Claytor

Morgan State University Writing Center
Baltimore, MD

March 2013 - November 2013

Research Assistant and Tutor

- Read and edited research proposal for center grant
- Helped create online research forms and questionnaires
- Conducted and assisted with presentations on proper writing etiquette
- Tutored students in writing
- Lead and supervised the tutors

WORK EXPERIENCE

Steve Madden Shoe Store
Towson, MD 2018

- Greeted customers
- responded to questions
- improved engagement with merchandise and provided outstanding customer service
- Operated cash registers
- managed financial transactions
- Balanced drawers
- Helped the company achieve established goals

Administrative Assistant

Psychology, Financial Aid, Economics

- Composing quality correspondence, memorandum of understandings, reports and graphic presentations.
- Ensuring high standards of written communication both in spelling and grammar.
- Making presentations to small and large groups.
- Copy, File, Labels, Organizing File Cabinets
- Monitored Telephones
- Ensure all tasks are completed on schedule
- Helped students and parents with common questions

Tutor America Challenges

Baltimore , MD 2015 - 2016

- Supervise tutors
- Create workshops
- Administer Workshops
- Schedule Appointments
- Keep history of tutoring session
- Assist the Director

Morgan State University Grant Proposal

Writing Center – Lead Tutor

Baltimore , MD 2013

- Supervise tutors
- Create workshops
- Administer Workshops
- Schedule Appointments
- Keep history of tutoring session
- Assist the Director is other aspects of the Writing Center

Skills

- SPSS training
- Data collection training
- Data clear up training
- Created a research poster

Awards/Honors

- Mrs. Alpha Lambda Delta 2012-2013, *Honor Society*
- Historian of Promethean Kappa Tau, *Honor Society*
- Phi Etta Sigma *Honor Society*
- The National Society of Collegiate Scholars, *Honor Society*
- Academic Achievement Award
- Peer Education Training Certificate

Activities & Interest

- Research
- Youth Empowerment
- Community Activist

References Available Upon Request

Current as of 03/17/2019