

Resume Examples

SOCIAL AND HUMAN SERVICES

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Psychology Major

456 Main Street
Anytown, PA 55555
814-555-5555
email@email.com

EDUCATION

Edinboro University of Pennsylvania

Bachelor of Science: Psychology, May 2018

- Minor: Sociology
- GPA: 3.50

WORK HISTORY

Hermitage House: August - December 2018

Intern

- Assisted with group counseling sessions
- Used principles of behavioral modification in a therapeutic setting

Macy's, Erie, PA: 2012 - 2018

Service Desk Affiliate

- Received "Employee of the Month" award for providing outstanding quality service to customers.
- Assisted in processing returns for customers and resolving customer concerns.

The Achievement Center, Inc., Erie, PA: May – August 2017

Counselor, Summer Treatment Program

- Applied principles of behaviorism in a therapeutic setting for ages 13-17 in a structured summer program.

CONFERENCE PRESENTATIONS

National Conference on Undergraduate Research: March 2017

Annual Western Pennsylvania Undergraduate Psychology Conference: April 2016

Edinboro University Academic Festival: April 2016

CAMPUS INVOLVEMENT

Edinboro University Tennis Team

University Senate: Student Representative

- Building/Grounds Committee
- Academic Festival Committee
- Student Concerns Committee

Phi Sigma Pi National Honor Fraternity Upsilon Chapter

President

- Service Chair

Psi Chi International Honors Society for Psychology: Inductee

Psychology Club: President

Random Acts of Kindness (R.A.K.E.) Service group

PROFESSIONAL MEMBERSHIPS

American Psychological Association, Student Member

Pennsylvania Psychological Association, Student Member

Scott Hamilton

555-555-5555 | XXXXX@gmail.com

EDUCATION

Bachelor of Arts: Psychology

Graduation: May 2018

Minor: Chemistry

Edinboro University of Pennsylvania, Edinboro, PA

UNDERGRADUATE RESEARCH

Senior Capstone Project

Behaviorism and Exercise Motivation, Edinboro University of Pennsylvania

- This case study examined the effect on the provision of a reward to increase exercise activity. This project was completed in April 2018.

Faculty Sponsored Undergraduate Research

Asexuality: From Pathology to Identity and Beyond, Edinboro University of Pennsylvania

- This article examined the shift from asexuality being identified initially as a pathological condition to one of a sexual orientation. Presented at National Conference on Undergraduate Research (NCUR) in 2017 at the University of Memphis.

INTERNSHIP

Bethesda Lutheran Services, Meadville, PA

Aug. 2017 – Dec. 2017

- Guided clients through daily routines, unit responsibilities, educational requirements, and monitored behavior using behavioral techniques
- Assisted in the creation of treatment plans for male and female clients in the residential treatment facility
- Provided culturally aware and competent service

RELEVANT COURSEWORK

Experimental Psychology

Abnormal Psychology

Social Psychology

Cognitive Psychology

Behavioral Neuroscience

Applied Psychology Lab

Advanced Research Seminar in Psychology History & Systems of Psychology

AWARDS AND DISTINCTIONS

Psi Chi International Honors Society: Inductee

Edinboro University Dean's List: 5 Semesters

CAMPUS INVOLVEMENT

Minus Grade Committee: Student Representative

- Served on the faculty committee that discussed and advised Edinboro University to implement minus grades into the standard grading system

Faculty University Senate: Student Representative

- Participated in the faculty Edinboro University Senate advising on academic policy for Edinboro University

Buildings/Grounds Committee: Student Representative

- Provided student perspective in access to campus buildings and building policy

Academic Festival Committee: Student Representative

- Assisted in the production and planning of the Academic Festival, a week long festival that showcased faculty, student, and community scholarly research

CAMPUS SERVICE ACTIVITIES

Phi Sigma Pi National Honor Fraternity: Upsilon Chapter

- Chapter President
Aug. 2017 – May 2018
 - Presided over Upsilon Chapter meetings and served as primary representative of Upsilon Chapter to the Phi Sigma Pi National Honor Fraternity
- Grand Chapter Delegate
Jun. 2017
 - Attended Grand Chapter and voted on various pieces of legislation impacting the fraternity
- Risk Management Chair
Aug. 2018 – May 2017
 - Implemented risk management policy to keep Upsilon Chapter in line with Edinboro University policies
- Service Chair
Aug. 2016 – May 2017

- Planned five service activities both on campus and in the community as part of the service commitment of the fraternity

CONFERENCES ATTENDED

Philadelphia Trans Health Conference	Aug. 2017
Eastern Psychological Association Conference	Mar. 2017

ON CAMPUS WORK EXPERIENCE

Student Worker	Aug. 2016 – May 2018
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Office of the President, Edinboro University of Pennsylvania

- Attended and contributed to meetings related to University improvement
- Conducted daily administrative operations such as assisting in communications, data management, and telephone, while providing primary program and administrative support for staff

VOLUNTEER EXPERIENCE

Erie Humane Society	Aug. 2014 – May 2018
Autism in Our Community Event	Oct. 2016, Oct. 2017

Elliot T. Hart

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Seeking an Entry-Level Position in Human Resource Management

Experience includes:

Interviewing and Hiring / New Hire Orientations / Employee Scheduling

Training & Group Leadership

EXPERIENCE

Assistant Manager/Bartender, NICOLE'S PLACE-Syosset, NY

2/18-Present

As the only assistant manager, reported directly to general manager in this high-volume restaurant establishment with 60 employees and service on 3 floors. Primary functions similar to a human resources manager.

- Reviewed applications, interviewed, and hired approximately 25 bar staff.
- Conducted new-hire orientations to include job training and review of company policies. On occasion, fired workers in breach of duties or in violation of company guidelines.
- Scheduled the work hours of ten employees.
- Proactively took on additional responsibilities such as resolving paycheck discrepancies, work schedule issues, employee conflicts, and customer complaints.
- Managed inventory of bar items and verified accuracy of deliveries against purchase orders.

Bartender/Interim Bar Manager, HUNTINGTON COUNTRY CLUB-Huntington, NY

5/15 -12/17

Established rapport, provided camaraderie, and served patrons in this private club catering to an upscale clientele. Assumed bar manager's responsibilities for one month during boss's absence. Oversaw service operations including staff scheduling and bar readiness.

- Trained 6 other bartenders in basic and advanced bartending techniques including use of the computer touch screen.
- Maximized customer satisfaction by providing courteous service.

COLLEGE LEADERSHIP

President, Vice President, Philanthropy Chairman, Fund Raising Chairman & Recruitment Chairman

THETA cm FRATERNITY (2016-2018)

- Raised membership 150% in two years.
- Led chapter meetings and events of 20-30 people according to Robert's Rules of Order.
- Headed a fundraising event for a homeless shelter that raised over \$3,000.

COMPUTER SKILLS

Proficient in Windows, Word, PowerPoint, Internet, and e-mail. Some Excel and Access.

EDUCATION

Bachelor of Arts, Communications, January 2019. Adelphi University, Garden City, NY

Patience Helper

2020 Mockingbird Lane

Edinboro, PA 16412

(814) 777-8888

PatHelper@aol.com

SUMMARY:

Capable of communicating effectively with diverse individuals.
Possess excellent research and analytical skills.
Able to effectively monitor progress and meet deadlines.
Possess strong oral and written communication skills.
Experience working with children and adolescents.
Fluent in Spanish.

EDUCATION:

Master of Social Work

Edinboro University of Pennsylvania, Edinboro, PA
Anticipated: August 2015

Bachelor of Science in Social Work

Minor: Criminal Justice

Edinboro University of Pennsylvania, Edinboro, PA
GPA: 3.53/4.0
December 2012

RELATED

EXPERIENCE:

Internships

Department of Public Welfare, Meadville, PA

January 2015-Present

Carry a caseload of 20 clients. Interview clients and develop case histories.
Advise and counsel clients with varying mental and physical abilities. Serve as liaison between department and varied community agencies.

Salvation Army, Butler, PA

September-December 2014

Developed, organized, and supervised a month-long day camp for children ages 9-14. Facilitated a group for female campers focusing on various social, emotional, and clinical disorders including bulimia and anorexia.

Active Aging, Inc., Meadville, PA

January-May 2014

Developed, advertised, and facilitated a poetry/socialization group for senior citizens. Conducted group sessions with family members.

Florence Crittenton Services, Erie, PA

September-December 2013

Provided individual counseling to pregnant teenage girls/mothers. Taught a parenting class.

RELATED

EMPLOYMENT:

Unit Leader

Camp DOGOOD, Akron, OH

Summers 2013, 2014

Supervised four senior counselors and one junior counselor. Counseled 48 campers, ages 6-12. Organized unit games and activities and assisted with other camp programming. Communicated progress to parents.

Academic Aide

January 2010 – May 2014

Office for Students with Disabilities

Edinboro University of Pennsylvania, Edinboro, PA

Assisted students with physical disabilities in writing, reading, and research. Mentored learning-disabled students with studying, reading, organizing, and testing. Maintained reports.

MEMBERSHIPS:

National Association of Social Workers

Pennsylvania Association of Social Workers

**ACTIVITIES &
SERVICE:**

Erie Community Blood Bank Volunteer

Edinboro University Social Work Club

Spectator Staff (campus newspaper)

Edinboro University Alumni Phonathon

Edinboro University Marching Band