

Professional Summary

Client and employee focused professional with communication, interpersonal understanding, and organizational skills.

Skills

- Interviewing skills
- Interpersonal understanding
- Organization
- Data collection
- Recruitment
- Presentation skills
- Windows and Microsoft Skills
- Self-motivated
- Strong verbal communication
- Conflict resolution
- Leadership
- Staff development
- Constant desire to learn
- Ability to follow regulations and rules
- Creative thinking
- Ability to act logically under pressure
- Technical and research writing skills
- Understanding of how to use resources
- Quick learner
- Able to handle a busy workload
- Clear understanding of client's needs and desires
- Able to work independently or with a team
- Oral and written communication abilities
- Management skills
- Glass half-full mentality

Work History

Research Assistant 01/2013 to 06/2013

Dr. David Hansen- Lawrence, KS

- Administered and scored WAIS-IV standardized achievement assessment to elementary aged children

Research and Event Coordinator 12/2011 to 08/2011

Dr. Barbara Kerr- Lawrence, KS

- Responsible for locating past research participants over a 10 year span using social media sources (Facebook, Twitter, Myspace, Email)
- Organized and maintained client records
- Recruited research participants
- Managed data collection, assessment training, assessment giving, and data entry

Bartender and Server 05/2010 to 10/2011

Yokohama Sushi Downtown- Lawrence, KS

- Provided positive customer service
- Responsible for daily bar sales and employee trainings

Manager/Bartender/Server- Lawrence, KS 03/2007 to 01/2010

Stone Creek

- Responsible for writing employee training manuals, employee trainings, inventory, and payroll
- Liaison for special accommodations, complaints, and requests
- Implemented marketing for special events and specials

Education

Master of Science: Counseling Psychology 2013

University of Kansas - Lawrence, KS

Counseling Psychology Student Organization Master's President

Internship- KidsTLC PRTF

Bachelor of Arts: Psychology 2011

University of Kansas - Lawrence, KS