

## **Melissa Psychology**

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### **Current Address**

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### **Permanent Address**

504 Chimney Circle  
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### **OBJECTIVE**

Internship enhancing research skills in a clinical setting.

### **EDUCATION**

**Bachelor of Arts, Psychology, University of Maryland (UMD),** College Park, Maryland, May 20XX

*Relevant courses:* Psychology of Communication & Persuasion, Child Psychology, Basic Helping Skills, Adolescent Psychology, Psychology of Interpersonal Relationships, Cross-Cultural Psychology, Experimental Social Processes, Psychology of Women

*Computer skills:* SPSS, Word, Excel, Access, PowerPoint, Internet Research

*Research project:* Completed 20-page research paper on debt management using print, video, personal interviews, and internet sources. Analyzed findings and articulated results to college students utilizing statistics as well as providing debt avoidance strategies. Developed and posted YouTube video to raise awareness of topic to a larger audience.

### **CLINIC/LAB EXPERIENCE**

**Department of Psychiatry, Georgetown University Hospital, Washington, DC**

*PRN Clerk/Student Intern; August 20XX to May 20XX*

- Scheduled patients, answered a multi-line phone, and filed over 200 patient charts
- Initiated and developed a 15-page reference guide used by all doctors in department

**Children's Developmental Clinic, UMD, College Park, MD**

*Intern; August 20XX to May 20XX*

- Created and implemented activity schedules for special needs children to improve academic, social, and physical skills

### **COUNSELING/ADVISING RELATED EXPERIENCE**

**Department of Resident Life, UMD, College Park, MD**

*Community Assistant; August 20XX to Present*

- Provided customer service to approximately 800 residents at a 24 hour service desk
- Informed residents of university and resident life policies and procedures, and supplied campus phone numbers and referrals to residents and staff in crisis and emergency situations

**University Health Center, UMD, College Park, MD**

*Health Center Peer Educator; January 20XX to May 20XX*

- Facilitated over 10 interactive presentations to groups of up to 30 students
- Communicated with faculty, community members, and potential students to present information about Health Center and student programs at university functions and fairs

**Shepherd's Table, Silver Spring, MD**

*Homeless Shelter Volunteer; August 20XX to May 20XX*

- Advised individuals informally about ways to maintain a healthy lifestyle and resources available to assist with search for employment
- Fostered self-motivation in individuals to preserve the acquired skills after leaving the Program

### **ACTIVITIES**

*Peer Crisis Counselor, HELP Center, UMD, Fall 20XX- Present*

*Volunteer, Alternative Spring Break, Dominican Republic, Spring 20XX*

*Member, Leaders in Action, UMD, Fall 20XX- Fall 20XX*