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**Psychology**

**Resume Sample**

**JANE SMITH**

## Toronto, On L3N 3K2 | (416) 245-5552 | [jsmith25@guelphhumber.ca](mailto:jsmith25@guelphhumber.ca)

**PROGRAM & RESEARCH COORDINATOR ASSISTANT**

Energetic and outgoing Program & Research Coordinator Assistant with an academic foundation in Psychology and a specialization in research and analysis. Effectively coordinated and collected data with a focus on meticulous documentation.

* Experience working in clinical, medical and non-profit environments
* Adept at maintaining database and highly skilled at taking on multiple tasks and prioritizing accordingly

**AREAS OF EXPERTISE**

Data Collection | Interpersonal Relationships | Client Empowerment | Psychological Development | Mentoring & Leadership | Active Listening | Technological Literacy | Program Planning | Assessment & Evaluation | Ethics & Standards | Clinical Reasoning | Professional Development | Client Relations | Strategic Planning | CPR Level A

**EDUCATION**

## **University of Guelph Humber** | Toronto, ON **Sept. 2015 – Apr. 2019**

University of Guelph

* **Honours Bachelor of Applied Science in Psychology**

Humber Institute of Technology and Advanced Learning

* **Research Skills and Analysis Certificate**
* **General Arts and Science Diploma**

*Highlighted Coursework:* Developmental Psychology, Social Psychology, Psychology of Learning, Ethics and Professional issues

**WORK EXPERIENCE**

## **RESEARCH ASSISTANT |** St. Michael’s Hospital – Richmond Hill, ON **Sept. 2018 – Jan. 2019**

* Determine the effect of mild cognitive impairment on driving skills by screening potential participants and administering cognitive tests for 15 clients
* Collect and transfer data to maintain 100% accurate records for final research documents
* Increased psychology lab funding by researching and sending grant proposal
* Perform administrative duties including filing, mailing and photocopying

## **Client support assistant |** Mackenzie health– Richmond Hill, ON **may 2018 – aug. 2018**

* Maximized 20 residents’ health by supporting them in daily fitness activities and community outings
* Planned and executed arts and crafts and intergenerational activities based on residents’ interests
* Collaborated with a team of 4 and discussed residents’ progress and areas for improvement

## **on-site supervisor |** ymca of greater toronto– Toronto, ON **Sept. 2016 – apr. 2017**

* Planned and implemented age appropriate programming
* Maintained contact with families by responding to inquiries and providing program updates
* Completed administrative tasks effectively

**VOLUNTEER EXPERIENCE**

## **children & youth mentor |** PLASP Child Care– Toronto, ON **Sept. 2016 – apr. 2017**

* Provided support to children in grades 1 to 6 on a one-on-one basis
* Engaged children in social and academic activities to enable their life skills such as time management and planning

**\*If you have a 2nd page, please make sure it is at least ¾ full**\*

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