

HOLLY HELPER
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Campus Address:
13 FAU Boulevard
Boca Raton, FL 33431

Permanent:
27 Bluebird Drive
Orlando, FL 32801

OBJECTIVE

To obtain a program administration position in a non-profit organization assisting children.

EDUCATION

Bachelor of Arts, Psychology
Florida Atlantic University (FAU)

Expected May 20XX
Boca Raton, FL

Overall GPA: 3.8/4.0

Honors Thesis: An examination of cognitive differences among children ages one to three

Honors: Dean's List

KEY ACADEMIC COURSEWORK

Personality and Social Development
Cognitive Development
Psychology of Motivation

Biological Bases of Behavior I & II
Personality Theories
Human Perception

PSYCHOLOGY EXPERIENCE

Florida Atlantic University

Boca Raton, FL

Directed Independent Study II

Jan. 20XX – Present

Assist graduate student in researching the developmental differences in children ranging from one to three years of age.

- Provide parents with information about the study and answer questions
- Schedule participant appointments and prepare testing environment
- Record session observations and present them to graduate researcher

Directed Independent Study I

Sept. 20XX – Dec. 20XX

Supported graduate research on the affects of peers on self-perception.

- Advertised study and scheduled sessions
- Recorded sessions and transcribed interactions among participants
- Participated in discussions regarding research findings

ADMINISTRATION EXPERIENCE

Prudential Real Estate

Delray Beach, FL

Receptionist

May 20XX – Present

- Manage walk-in traffic – assess client needs, answer preliminary questions, and determine which agent to contact for assistance
- Answer phones and written correspondence and forward accordingly
- Monitor web site inquiries and forward them to appropriate agents
- Produce weekly spreadsheets reporting on office sales and new listings

COMPUTER SKILLS

Microsoft Office (Excel, PowerPoint, Word, Access), Internet Research

ACTIVITIES

Psi Chi, Member (20XX – Present)