

HOLLY HELPER FUNCTIONAL
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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

PROFESSIONAL SKILLS

Community Outreach Experience

- Advertised psychology research studies on FAU's campus and in the greater Boca Raton community
- Provide parents of research subjects and research participants with information about the studies and answer questions

Child Development and Psychological Research Experience

- Assist FAU graduate students in researching the developmental differences in children ranging from one to three years of age and the affects of peers on self-perception
- Record research sessions, transcribe interactions, and present them to principal investigators
- Participate in discussions regarding research findings

Administration Experience

- Manage walk-in traffic for real estate office – assess client needs, answer preliminary questions, and determine which agent to contact for assistance
- Answer phones, written correspondence, and web site inquiries and forward them accordingly
- Produce weekly spreadsheets reporting on real estate office sales and new listings
- Schedule appointments for research participants and prepare testing environments for psychological research projects at FAU

EXPERIENCE

Prudential Real Estate
Receptionist

Delray Beach, FL
May 20XX – Present

Florida Atlantic University
Directed Independent Study II
Directed Independent Study I

Boca Raton, FL
Jan. 20XX – Present
Sept. 20XX – Dec. 20XX

COMPUTER SKILLS

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

ACTIVITIES

Psi Chi, Member (20XX – Present)