

John Doe

Baltimore, MD

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EDUCATION

Bachelor of Arts in Psychology

University of Baltimore – Baltimore, Maryland

(Expected Graduation Date - May 2023)

- GPA: 3.4/4.0

Relevant Course Work

- Psychology of Religion and Spirituality
- Industrial/Organizational Psychology
- Evolutionary Psychology
- Cross-Cultural Psychology
- Social Psychology
- Research Methods/Statistics
- Psychopharmacology
- Cultural Anthropology
- Counseling Psychology
- Nonverbal Behavior
- Positive Psychology

SKILLS

- Computing statistics in IBM SPSS statistical software
- Analyzing data and creating spreadsheets in Excel
- Organize and navigate Word documents

ORGANIZATIONS

Member - NSLS, The National Society of Leadership and Success

(September 2021 - present)

University of Baltimore – Baltimore, Maryland

- Attend social networking team meetings to build leadership experience
- Completed Advance Leadership Certification
- Advise peers on overcoming leadership challenges, manage leadership goals and reflect on self or group achievements
 - EBoard Membership and Advance Leadership Certificate in progress

Member - CollegeBound Foundation

(June 2019 - present)

Baltimore, Maryland

- Participate in teambuilding retreats, gain networking skills amongst peers and guest speakers, and receive mentoring training
- Volunteer at refuge shelters and attend webinars on financial management and mental health

Member - REEDA, Real Estate & Economic Development Association

(September – December 2021)

University of Baltimore – Baltimore, Maryland

- Accompanied peers to speaker events from real estate companies
- Visited sites of completed work and builds in progress
- Gained insight in building development, management, investments, legal oversights, etc.

WORK EXPERIENCE

Career Services Assistant – Career and Internship Center

(August 2022 - May 2023)

University of Baltimore – Baltimore, Maryland

- Created and distributed communications to designated colleges on career and internship opportunities, interview tips, and newsletters regarding these topics
- Reviewed and critiqued in-line resumes and cover letters so that applicants can apply to jobs
- Research college specific topics for student resources and promote services within and out of office hours
- Assisted in front desk activities, providing services for clients and supporting the office's table during events to promote services
- Organized the career closet and took donations, served as a stylist for clients and dressed display mannequins
- Write alternate text for flyers so that visually impaired individuals can have access to informative content

Tutor - Reading Partners

(November 2021 - April 2022)

Baltimore, Maryland

- Studied the curriculum provided to tutors, and train other tutors on navigating the technology used in the program
- Tutored six primary school students weekly on different reading strategies to help progress their reading level