# Education

* Elmhurst College, Elmhurst, IL, May 2016

*Master of Arts, Industrial/Organizational Psychology*

* Olivet Nazarene University, Bourbonnais, IL, January 2014

*Bachelor of Science, Psychology*

Second major in Sociology

# Experience

**Order Processing Specialist and Human Resources,** September 2015 - Present*DDM Garage Doors, West Chicago, IL*

* Ensure orders are processed thoroughly so they are received by customers in a timely manner
* Assist sales associates with customer service
* Currently updating the DDM policy handbook and developing a performance evaluation system

**Survey Development Intern,** September 2014 - October 2015

*Elmhurst College Faculty Council, Elmhurst, IL*

* Examined research and developed a survey that measured satisfaction with the college’s organizational climate
* Conducted an analysis of quantitative data
* Coded qualitative data
* Results were presented to the Faculty Council

**Training Coordinator Intern,** June 2015 - August 2015*Corporate Learning Institute, Wheaton, IL*

* Booked flights and tracked travel expenses
* Scheduled meetings with clients
* Assisted with proposal development
* Administrated tests such as DiSC profile and Situational Leadership

**Administrative Assistant to Team Lead,** February 2015 - June 2015

*Rudman Realty Group***,** *Winfield, IL*

* Contacted agents when clients were a match for homes on the market
* Maintained several excel documents containing information regarding homes, agents and clients
* Prepared mailings for prospective buyers

**Human Resources Intern, S**eptember 2013 - December 2013

*Olivet Nazarene University, Bourbonnais, IL*

* Helped revise staff handbook
* Researched different university policies to aid with the implementation of new policies
* Assisted with organizing employee enrichment events, and various other aspects related to Human Resources

# Coursework

* Advanced Research and Statistics
* Problem Solving Methods in I/O Psychology
* Problem Solving Analysis in I/O Psychology
* Criterion Theory, Job Analysis, & Performance Appraisal
* Measurement of Individual Differences
* Assess Job Attitudes, Opinions, & Beliefs

## Projects

**Spinal Cord Injury Association Survey**

* Worked with a team and a client to develop a satisfaction survey for the SCIA
* Launched survey in October, 2015
* Conducted a data analysis and developed a report for the client

**Employee Selection Tool**

* Worked with a team to develop a selection procedure for aerospace engineers
* This project was for coursework, and not used by actual clients.

**Quantitative Research Design**

* Researched the impact of shift work on work-life balance
* Designed a research study on shift work and the work/family interface
* Conducted a statistical analysis through SPSS
* Presented findings at the ACCA symposium in April, 2014 and the APA convention in Washington, D.C. in August, 2014.

## Skills

* Excellent communication, interaction, and relationship-building skills.
* Ability to effectively and cooperatively work with individuals from all socioeconomic and cultural backgrounds.
* Solid documentation skills with highly developed academic and creative writing accomplishments.
* Strong organizational skills with ability to manage multiple tasks successfully.
* Proficient in computer systems such as Microsoft Office, PowerPoint, and Excel.
* Familiar with TKI, MBTI, DiSC profile, and Situational Leadership.
* Conversant with SPSS for statistical analyses.

**Activities**

* Volunteer, PetSmart, August 2016-Present
* Youth Leader, Faithbridge Church, June 2013 - Present
* Volunteer, Jerome Comb Detention Center, September 2011 - May 2013