

PROFILE SUMMARY

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

This area can include 3-5 courses. Please review the job description to see if any courses you have taken, apply to qualities or experience they are looking for.

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

Month/Year – Month/Year

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

Month/Year – Month/Year

- 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**Month/Year – Month/Year**

- 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**Month/Year – Month/Year**

- 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**Month/Year – Month/Year**

- 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
- Worked as a team member to ensure all health and safety standards were met or exceeded.

Resumes cannot be more than 2 pages. Please be sure you have no more than 3-5 bullet point per section.

Need more help? Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email:
career@guelphhumber.ca

Job and Placement Portal: ghworks.guelphhumber.ca