



## Jamie A. Doe

123 Wolfie Road, Stony Brook, NY 11234

(631) 555-7777 | [JamieDoe@online.com](mailto:JamieDoe@online.com) | LinkedIn: Jamie.Doe

### KEY STRENGTHS

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- Motivated individual with experience in performing individual and group counseling
- Leader in developing new behavioral plans and strategies that best fit the needs for individuals
- Offers extensive knowledge of psychology field, excellent communication skills and ability to perform well in a team

### EDUCATION

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**Stony Brook University** Stony Brook, NY  
Master of Arts in Psychology Expected May 2021  
Overall GPA: 3.83

**Stony Brook University** Stony Brook, NY  
Bachelor of Science in Psychology May 2019  
Overall GPA: 3.23

### RELATED EXPERIENCE

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**Stony Brook University Counseling & Psychological Services** Stony Brook, NY  
*Psychology Intern* Jan 2020 - Present

- Provide one on one mental health counseling to 15+ students per week
- Conduct group counseling sessions implementing mindfulness and behavior management
- Complete required documentation efficiently and on-time including Mental Health Treatment Plans for each student

**Concern For Independent Living** Stony Brook, NY  
*Case Manager* Oct. 2018 – Jan 2020

- Advocated & coached 10+ students in identifying and accessing appropriate medical, mental health, & other services
- Provided assistance in all aspects of arranging, coordinating, and procuring post counseling care, medical care, services, and resources
- Helped facilitate student access to University and/or community resources
- Assisted in researching preferred community based providers available to provide care in meeting students' needs, taking into account barriers that may exist for individuals such as transportation, financial, privacy, etc.

### WORK EXPERIENCE

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**YAI: Seeing Beyond Disability** East Setauket, NY  
*Weekend Counselor* Sept. 2016 - May 2019

- Supported individuals to live as independently as possible in their home and out in the community
- Took individuals out in the community to restaurants, local craft fairs, and stores
- Completed OPWDD training

### LEADERSHIP EXPERIENCE

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**Stony Brook University Psychology Student Alliance** Stony Brook, NY  
*Club Member* Aug. 2016 - May 2017

- Learned about research opportunities within the psychology field
- Worked with students of different backgrounds to advocate for social justice
- Networked with different professionals in the field and created relationships with them and other students

### SKILLS

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Crisis Management | Behavioral Intervention | Organization | Microsoft Word, Excel, Powerpoint



# Michelle Smith

Stony Brook, NY | (631) 632-8888 | [Michelle.Smith1@gmail.com](mailto:Michelle.Smith1@gmail.com)

## EDUCATION

### Stony Brook University

Stony Brook, NY

Bachelor of Arts in Psychology, Concentration in Sociology

Expected May 2022

Relevant Coursework: Survey in Clinical Psychology, Applications and Community Service, Autism Spectrum Disorder, Sociology of the Family, Media and Society

Academic Achievements: Phi Beta Kappa, Psi Chi: International Honor Society, Dean's List (4 Semesters)

## RELEVANT EXPERIENCE

### Department of Psychology, Stony Brook, NY

Jan 2020 – Present

*Teaching Assistant – PSY 220 Survey in Developmental Psychology*

- Prepare and plan a total of 12 classes with instructor that focus on psychological, social and cognitive changes and the role of environmental & genetic influences on development
- Provide written feedback for 40+ students on homework and projects in order for them to correct future assignments
- Hold weekly office hours for students to ask questions on assignments or content that was taught during lecture

### Long Island Coalition Against Bullying, Farmingdale, NY

Aug. 2019 – Present

*Research & Operations Consultant*

- Distribute survey to school districts that focuses on bullying trends across Long Island to help organization efficiently allocate resources to areas in need
- Analyze data by using Microsoft Excel to manage results from survey then create visual charts to present finds
- Aide in development of website and help promote a subsidized therapy program for bullied children

### YAI-National Institute for People with Disabilities, East Setauket, NY

Oct. 2019 – Present

*Direct Service Professional- Residential Counselor*

- Work as an in-house counselor to 6 residents with developmental disabilities and psychiatric diagnoses
- Use proactive counseling techniques to help residents cope with feelings of anxiety
- Help residents manage tasks of daily living by assisting in direct care services and recreational activities

## RESEARCH EXPERIENCE

### Child Temperament Study, Psychology Department, Stony Brook University

Jan. 2020 – Present

- Conduct a longitudinal research project studying child temperament and personality development
- Work with 9-year-old subjects in completing executive function tasks and diagnostic questionnaires
- Process brain wave data; Worked with subject families to coordinate collection and processing of cortisol data

## LEADERSHIP EXPERIENCE

### American Red Cross, Stony Brook, NY

Jan 2019 – Present

*Member*

- Participated in “SUNY Got Your Back” event and reached goal of assembling over 2500+ bags for survivors and victims of violence
- Volunteered at Stony Brook Child Care Services by assisting teachers with infants and toddlers in their daily duties

## SKILLS

- **Computer:** Prezi, Canva, Microsoft Excel, Word, Powerpoint



# Michelle Smith

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(631) 333-4444 | [Michelle.Smith1@gmail.com](mailto:Michelle.Smith1@gmail.com)

## EDUCATION

**Stony Brook University** Stony Brook, NY  
Bachelor of Science in Mathematics, Secondary Teacher Education Expected May 2021  
G.P.A.: 3.7

## CERTIFICATIONS

**edTPA (Teacher Performance Assessment Portfolio)** Score of 48 (out of 50)  
**Educating All Students Test (2018)** Score of 580 (out of 600)  
**Content Specialty Test in Mathematics (2017)** Score of 240 (out of 250)

## TEACHING EXPERIENCE

**Mathematics, Secondary** Sept. 2019 – Present  
*Stony Brook High School, Stony Brook, NY*

- Develop lesson plans for 9th grade Algebra classes & differentiate curriculum to meet everyone's needs
- Utilize SMARTboard to enhance lessons and actively engage students through technology
- Teach 25+ students algebra equations step-by-step and answered questions
- Meet with students for extra help and provide additional resources to break down content

**Mathematics, Secondary** January 2018 - May 2018  
*Stony Brook Middle School, Stony Brook, NY*

- Developed lesson plans for 7th and 8th grade Math classes that incorporated think, pair, share activities
- Taught students math equations and facilitated lessons
- Met with students for extra help outside of classroom time
- Utilized SMARTboard to enhance lessons

**Teacher Assistant** August 2017 – January 2018  
*Stony Brook High School, Stony Brook, NY*

- Independently supervised 10 high school students during arrival and dismissal, mealtimes, and on field trips
- Assisted and mentored students in groups and on an individual basis in order to scaffold student
- Provided educational materials, including daily lesson plans and weekly homework packets

## RELATED EXPERIENCE

**Mathematics Tutor** April 2016 – January 2018  
*Huntington Learning Center, Smithtown, NY*

- Met with students daily and assist with mathematics extra help
- Facilitated improvements in mathematics comprehension skills
- Directed learning to achieve student engagement with material

## SKILLS

Language: Intermediate in Spanish | Computer: Moodle, Banner, Blackboard, Microsoft Word, Powerpoint, Excel

Teaching



# JESSICA JAMES

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## EDUCATION

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### **Stony Brook University**

*Master of Arts in Higher Education Administration*

Stony Brook, NY

May 2020

*Bachelor of Arts, cum laude, Double Major: Psychology and Sociology*

May 2019

Cumulative GPA: 3.65

### ACADEMIC ACHIEVEMENTS & AWARDS:

Phi Beta Kappa, Psi Chi: International Honor Society, Dean's List, Undergraduate Leadership Award

Recipient Graduated with Departmental Honors in Psychology

## PROFESSIONAL EXPERIENCE

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### **Graduate Assistant**

June 2019 - Present

*Center for Prevention and Outreach (CPO), Stony Brook University*

*Stony Brook, NY*

- Plan and implement CPO events and activities to promote the Center's mission and services related to mental health
- Educate the campus community about CPO resources and information through collaborative outreach events
- Act as a liaison between CPO and the student community, relaying student feedback to staff
- Research topics related to CPO work and collaborate with CPO staff and interns on programming
- Revise and expand content for programs such as Rape Crisis Counselor manual and Healthy Relationships workshop

### **Undergraduate Career Counseling Intern**

Aug. 2018 - 2019

*Career Center, Stony Brook University*

*Stony Brook, NY*

- Assess students' career development needs and make decisions regarding referrals in a fast-paced environment
- Provide individual career advising and counseling to first year and psychology/sociology students
- Develop and lead presentations on career topics: job search database, career development, & decision making cycle
- Edit and critique resumes of undergraduate students to assist with student employment searches
- Participate in 'Career Counseling Rounds,' biweekly counseling-related staff training for processing student cases

## LEADERSHIP EXPERIENCE

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### **Vice-President- Psi Chi: Psychology Honor Society**

Aug. 2017 - May 2019

- Collaborated with club president to manage SBU chapter of the international honor society
- Ensured smooth functioning of club by managing executive board and organizing club activities

### **Public Relations- Stony Brook Students Empowered Against Sexual Assault**

May 2017 - May 2018

- Worked with fellow executive board members to educate and empower peers about campus sexual assault
- Publicized club activities; created and coordinated events to promote awareness

## SKILLS

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- Bilingual: fluent in English and Malayalam
- Trained in proactive counseling and group conflict resolution
- Strong communicator with interpersonal skills and a friendly demeanor; able to establish rapport quickly
- Proficient in: MS Word, PowerPoint, Excel, PeopleSoft; Navigate; handshake; Google Apps for Education; working knowledge of Prezi



# Susan Social-Worker

400 North Loop Road, Greeley 241 | Stony Brook, New York 11794 | 631-322-1234 | suesworker@gmail.com

## EDUCATION

**Stony Brook University** Stony Brook, NY  
Master of Social Work May 2020

Relevant Coursework: Beginning Treatment of Children, Clinical Practice with Traumatized Children and Families, Family Therapy, Child Development from Infancy to Adolescence

**Licensure: LMSW** Expected Aug. 2020

**Stony Brook University** Stony Brook, NY  
Bachelor of Art in English May 2018

Study Abroad: Oxford University Honors Program

Honors and Awards: Steinfeld Peace Scholar, and Quaker Leadership Program

## SOCIAL WORK EXPERIENCE

**Options for Community Living, Inc.** | Smithtown, NY Spring 2020  
*Social Work Intern*

- Provided individual, home-based, group, case management, and crisis intervention services to diverse population of children and their families in Early Childhood and Family Center
- Treated multiple clinical concerns, including trauma and loss, often compounded by developmental disorders
- Provided consultation services to teachers, foster care families, and other community service providers
- Participated in multi-disciplinary team of psychiatrists, psychologists, social workers, and case managers
- Completed 10-week training on attachment theory and 2-day training on development disorders of infancy & early childhood

**Patchogue-Medford Youth & Community Services** | Patchogue, NY Aug. 2019 – Jan 2020  
*Social Work Intern*

- Provided clinical assessment and long and short term treatment to primarily Spanish-speaking adult population including immigrants, refugee, and American-born clients
- Co-facilitated weekly art therapy groups in day treatment program for severely ill clients
- Led psycho-educational group for clients recovering from substance abuse
- Provided outreach services to local community center

## ADDITIONAL EXPERIENCE

**Big Brothers Big Sisters of Long Island** | Islandia, NY Aug. 2017 – May 2018  
*Volunteer Mentor*

- Met with mentee in weekly basis to build their self-confidence, improve peer interaction & academic abilities
- Collaborated with staff and other mentors to create a plan that focused on developing mentees academic and personal goals

## SKILLS

Computer: Microsoft Office, Excel; Google Drive | Mandated Reporter | CPR | First Aid | SBIRT (Screening, Brief Intervention & Referral to Treatment) | Bystander Intervention Certifications: Red Watch Band, Green Dot, & QPR

Social Worker