

## Full Name

---

111 Street Ave \* Los Angeles, CA 90024 \* myemail@fake.com \* 555-444-4444

### WORK EXPERIENCE

---

**Prestigious University Lab for Developmental Studies** – Someplace, CA June 2011 – Aug. 2012

Research Assistant

- Developed new methodology for finding, engaging, organizing, and tracking study participants, dramatically increasing recruitment and retention rate
- Designed research plans for studies, including creating appropriate sampling plans and techniques for gathering data
- Aided in research to assess the development of language and numerical processing skills in children

**Institute for Health and Healing** – Someplace, CA Aug. 2008 – Jun. 2009

Integrative Medicine Intern

- Developed clinical treatment plans for a diverse population of psychotherapy clients
- Gave daily case presentations to update physicians and hospital staff about the status of psychotherapy patients in pediatric, surgical, and maternity units
- Managed 25 adult and pediatric long-term psychotherapy clients with improved outcomes
- Completed training in Expressive Art Therapy

**University of San Diego** – San Diego, CA Sept. 2007 – May 2009

Research Assistant / Project Manager

- Managed relationships with staff and management at four Bay Area hospitals for study-related issues
- Published articles on job satisfaction among psychiatric nurses and recruitment/retention rates
- Recruited and collected data on 66 study participants on 8- and 12-hour shifts

**University Learning and Writing Center** – Someplace, CA Aug. 2007 – May 2008

Project Success Coach

- Mentored USF student athletes and students with learning disabilities for career and academic development
- Tutored students in a wide variety of subjects including English writing, Spanish, and mathematics

**University Anxiety Disorders Behavioral Research** – Someplace, CA Oct. 2005 – May 2007

Research Assistant

- Recruited college-age participants and ran a large study on anxiety in public speaking

**University Center for Developmental Disabilities** – Someplace, CA Aug. 2006 – May 2007

Project Assistant

- Directed communications between the Center and other California organizations for the disabled
- Managed the Center's website and wrote its weekly newsletter; organized activities and events
- Produced and published a comprehensive list of resources for residents of California with disabilities

### EDUCATION

---

**University of San Diego, San Diego, CA** May 2009

- MA in Counseling Psychology, GPA 3.96
- Advanced coursework on career counseling and cross-cultural counseling

**University of California, Santa Barbara, Someplace, CA** June 2007

- BA in Psychology, GPA 3.7
- Memberships & Awards: Alumni Association Merit Scholarship, Member of Prytanean Honor Society, and Dean's Honors List

### ACTIVITIES, SKILLS, PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

---

- Proficient in Microsoft Office Suite including Excel, Word, Outlook, and PowerPoint
- Languages: Fluent in Farsi; conversational in Spanish
- Certified in Guided Imagery stress reduction techniques