**JOE N. COLLEGE, M.S.**

**700 Nowhere Drive #213 • City, ST 12345 • (123) 456-7890 • joe@abs.def**

# Education

**M.S., Family & Consumer Sciences** (June 2005)

***Emphasis in Family Studies***

**B.A., Psychology** (June 2002) *– summa cum laude*

**Minor, Childcare Administration**

California State University Northridge (CSUN)

**A.A., Child Development** (May 1998)

Pierce Community College (PCC), Woodland Hills, CA

**Certifications**

* Human Research Protection Training (2021) – Office for Human Research Protections, DHHS
* HSR Basic Course for Social-Behavioral Educational Researchers (2018) – Collaborative Institutional Training Initiative
* Human Participants Protection Education for Research Teams (2015) – National Institutes of Health

**Continuing Education** – 35 hours in childcare administration, teaching effectiveness, and effective communication

# Experience

**Graduate Teaching Assistant** (Fall 2007)

**Undergraduate Teaching Assistant** (Spring 2007)

Psychology Department, CSUN, Northridge, CA

* Assisted with *PSY 460: Counseling & Interviewing* and *FCS 442: Communication & Conflict Resolution*
* Led group discussions, proctored exams, and graded papers.
* Created spreadsheets to record grades.
* Developed quizzes and uploaded files in Moodle (online course management system).
* Held office hours to answer students’ questions and assist with class research project.

**After-School Program Coordinator** (2002 to 2004)

**After-School Program Worker** (2000 to 2002)

Youth Organization, City, ST

* Created and implemented the after-school program for latch-key children (ages 4-12 years).
* Coordinated the after-school program (120+ students) and summer sports program (250+ students).
* Presented program reports.
* Recruited youth to participate in the programs.

**Intern – 120+ hours** (Fall 2000)

Another Organization, City, ST

* Assisted with the youth education groups and drug/alcohol abuse awareness group therapy.

**Produce Manager** (1998 to 2000)

**Clerk** (1996 to 1998)

Happy Wholesale Market, City, ST

* Supervised operations, inventory of produce department, and three employees.
* Trained and mentored new employees.
* Provided excellent customer service.

# Other Experience

Over four years of experience in retail where the primary duties included conducting sales, providing customer service, taking inventory, arranging merchandise displays, and handling cash.

# Activities

**Professional**

* National Council on Family Relations (2003 to present)

**Community**

* Homeless Shelter Fundraiser, Sylmar, CA (2003)
* Youth Coordinating Council, Arleta, CA (2000 to 2003)

**University**

* Multicultural Psychology Association, CSUN (2002 to 2005)  
  *President (2001/2002)*
* Child Development Club, PCC (1999 to 2002)

# Skills

**Languages:** Fluent in Armenian, Farsi, and English and familiar with Arabic and French

**Research/Statistics:** SPSS (statistics), Sona Experiment Management System, Qualtrics (online survey development), E-Prime

**Course management:** Moodle and Canvas, PBworks (collaborative learning environment), Camtasia (captaining tool), SoftChalk (ELearning authoring tool)

**Data visualization:** Tableau, Google analytics

**Programming:** JavaScript, Java, Python, C/C++

**Web design:** WordPress, Dreamweaver

**Productivity:** Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides), Pages, Numbers

**Communication:** Zoom, Skype, Microsoft Teams

**Operating systems:** Windows, Macintosh, iOS, Android

# Honors

Kappa Omicron Nu Honor Society (2003 to present)

National Honor Society (1999 to present)

Dean’s List, CSUN (every semester)

Dean’s List, PCC (multiple semesters)

Extraordinarily Talented Scholarship (1999/2000) – awarded for high GPA and service to the community