

Psychology Sample Résumé

CHRIS SMITH

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OBJECTIVE

A position as a case worker with the Illinois Department of Child and Family Services

EDUCATION

Bachelor of Arts in Psychology, December 20XX
Northern Illinois University, DeKalb, IL

SOCIAL SERVICE EXPERIENCE

Direct Support Worker, Livingston House, St. Charles, IL, December 20XX-Present

- Help developmentally disabled adults with daily chores and money management
- Mediate conflicts between residents in a manner that promotes win-win situations
- Consistently maintain thorough, up-to-date case notes in a timely manner
- Demonstrate safety procedures through drills and meetings
- Conduct self-medication program to teach residents about medications
- Record maladaptive behaviors in a behavior tracking file
- Supervise more than 20 participants during group outings

ADDITIONAL EXPERIENCE

Supervisor, Krumboldt Realty, Chicago, IL Summer 20XX-20XX

- Trained new staff members on office policies and procedures
- Oversaw multiple details of office operations, ensuring an organized, professional environment
- Updated real estate industry computer programs on a regular basis
- Answered phones in a busy office setting using excellent telephone etiquette

Tutor, Kankakee Boys and Girls Club, Kankakee, IL September 20XX-May 20XX

- Individually tutored up to 5 underprivileged children and adolescents in basic studies
- Developed excellent working relationships through the use of basic listening skills
- Assessed skill levels and learning styles and chose tutoring methods accordingly

Psychology Laboratory Assistant, Northern Illinois University, DeKalb, IL, September 20XX

- Assisted the senior researcher in conducting studies on repressed memories among incest survivors
- Explained experimental procedures to participants in a pleasant, professional manner
- Collaborated with researchers by giving input about my experiences and making insightful suggestions

COMPUTER SKILLS & CERTIFICATIONS

Computer: Microsoft Word, Excel, PowerPoint

Certifications: First Aid and CPR