

PAT PSYCHOLOGY

Halifax, Nova Scotia
(902) 472-9760
patpsychology@dal.ca

EDUCATION

Bachelor of Arts, Major in Psychology 2016-2020
Dalhousie University, Halifax, Nova Scotia

- Dean's List Recipient 2014, 2015, 2017
- Entrance Scholarship, 2014

CERTIFICATIONS

Standard First Aid and CPR, St. John's Ambulance 2019
Non Violent Crisis Intervention 2019
Applied Suicide Intervention Skills Training 2018
Mental Health First Aid 2017
WHMIS, Health Canada 2016

LANGUAGES

Fluent in English and French,
Working proficiency in oral and written Spanish and Italian

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Adobe Illustrator

RELEVANT EXPERIENCE

Research Assistant September 2018-Present
Psychology Department, Dalhousie University, Halifax, NS

- Planned and implemented a short-term research project to determine the influence early childhood bullying has on middle-aged children
- Created a series of half hour questionnaires to present to test groups and evaluated outcomes
- Prepared and presented research findings to supervisor by creating a detailed report

Pat Psychology

Page 2

Resident Assistant September 2017-May 2019
Dalhousie University, Halifax, NS

- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Created and implemented academic and social related activities to groups of 10-20 students by working collaboratively with other Residence Assistance
- Educated residents about safety and security issues on campus and in residence halls through the use of campus voicemail and monthly seminars

Weekend Activity Coordinator June 2016-January 2017
IWK Children's Hospital, Halifax, NS

- Assist children and families with layout of hospital and performed orientation to create an easier transition for families
- Created inclusive recreational activities for children in challenging economic situations to keep mental health at an optimal level

ADDITIONAL EXPERIENCE

Student Navigator September 2016-May 2017
Dalhousie University Killam Library, Halifax, NS

- Provided technical and informational assistance to Learning Commons users by determining overall problem
- Navigated the library catalogue, web page and database in order to answer general inquiries and update information

Assistant 2015-2016
Canadian Cancer Association

- Developed programs that assisted with physical therapy and group activities
- Handled and transported medical documents and ensured confidentiality

SOCIETY INVOLVEMENT

Secretary, Arts and Social Sciences Society, Dalhousie University 2018
Member, Association of Psychology Students, Dalhousie University 2017

EXTRACURRICULAR ACTIVITIES

Captain, Intramural Soccer, Dalhousie University 2017-Present
Member, Dalhousie Debate Team, Dalhousie University 2016-Present
Member, Intramural Women's Tennis, Dalhousie University 2016

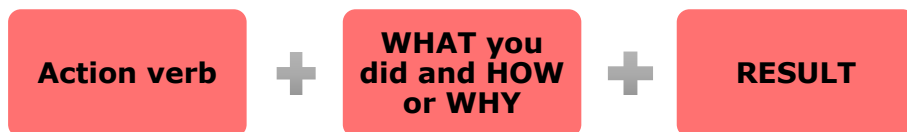


Action Statements

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

Tips:

- Quantify whenever possible, it adds perspective.
- Results are PROOF that you are effective.
- Avoid language such as “duties included” or “responsibilities were”; the employer wants to hear how and what **YOU** did
- Ask yourself, “What is the employer looking for in an ideal candidate?” and “How can I demonstrate that?”



Ineffective Action Statement	Effective Action Statement
<ul style="list-style-type: none"> Responsible for filling outside orders 	<ul style="list-style-type: none"> Processed corporate customer’s orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained
<ul style="list-style-type: none"> Started a new program. 	<ul style="list-style-type: none"> Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students

Examples:

- Provided excellent customer service: assessed client’s needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQl on a UNIX platform

ACTION VERBS			
Management skills	Communication Skills	Research Skills	Technical Skills
Administered Analyzed Assigned Attained Chaired Coordinated Delegated Developed Directed Evaluated Improved Increased Initiated Integrated Organized Oversaw Planned Prioritized Produced Recommended Reviewed Scheduled Supervised	Addressed Arbitrated Arranged Authored Collaborated Corresponded Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Negotiated Persuaded Promoted Publicized Reconciled Recruited	Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed valuated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized	Adapted Applied Assembled Built Calculated Computed Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated
Teaching/Helping Skills	Financial Skills	Creative Skills	Clerical Skills
Adapted Advised Assessed Clarified Coached Communicated Coordinated Counseled Demonstrated Educated Enabled Encouraged Evaluated Explained Facilitated Guided Informed Instructed Trained	Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed	Acted Conceptualized Created Customized Designed Developed Directed Established Fashioned Founded Illustrated Initiated Integrated Introduced Invented Performed Planned Shaped	Approved Arranged Catalogued Classified Collected Compiled Dispatched Generated Implemented Inspected Monitored Operated Organized Prepared Processed Purchased Recorded Retrieved Screened