

AALIYAH T. ADAMS

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SUMMARY OF QUALIFICATIONS

- B.S. Psychology student with a strong understanding of human services and community organizations, basic research methods in psychology, and psychological principles.
- 3+ years of experience serving clients and customers, working on teams and promoting clear, organized, and effective communications via email, phone, and in-person.
- Handled confidential correspondence, trained staff on office procedures, and used a custom database to record patient information.
- Volunteer experience as a youth mentor and girl scout leader includes planning and implementing youth activities and programs.

EDUCATION

Bachelor of Science in Psychology
Walden University | Minneapolis, MN

Expected: Dec 2024

Concentration: Human Services

Associate of Arts in Psychology
St. Paul Technical College | St. Paul, MN

2017

VOLUNTEER EXPERIENCE

Youth Mentor

Big Brothers/Big Sisters of America | St. Paul, MN

2020 - Present

- Serve as a mentor for a 12-year-old child through engaging activities such as outdoor sports, reading, and attending cultural events.
- Offer guidance, support, and advice to help mentee navigate life transitions and peer relationships.

Troop Co-Leader

Girl Scouts of MN and WI River Valleys | St. Paul, MN

2017 - 2019

- Organized indoor and outdoor activities for 11 elementary school girls including annual Girl Scouts fundraising events.
- Maintained troop records, planned events, held bi-weekly meetings, and followed Girl Scouts policies and procedures.
- Collaborated with Troop Leader and parents to foster a safe, fun, and accepting community.

PROFESSIONAL EXPERIENCE

Office Assistant

Holt Orthodontics | Chicago, IL

2017 - 2018

- Coordinated office activities, maintained agendas and appointments for four doctors, and answered phone calls and email correspondence, and greeted patients.
- Assisted with accounts receivable and added detailed, accurate information into the patient database.

Clerk

Stevie's Market | Chicago, IL

2014 - 2017

- Took inventory and stocked store items, assisted customers with purchases, and worked the cash register.
- Trained other employees in maintaining an organized, efficient, and friendly environment for customers.

AFFILIATION

Member

American Psychological Association (APA)

2018 - Present