

SANDRA W. SMITH, M.S.

🏠 4444 State Street, Athens, GA 55555

✉ swsmith100@waldenu.edu

📞 (111) 111-1111

SUMMARY OF QUALIFICATIONS

- Social services professional and instructor with experience in crisis intervention, case management, advocacy, life skills training, and adult learning.
- Served diverse client populations including women and children in domestic violence and crisis situations; applied active listening skills, de-escalation techniques, and multicultural competencies to meet clients' individual needs.
- Understanding of biological, affective, social and cognitive areas of psychology; tests and measurement; and empirically supported models.
- Proficiency in evaluating treatments using an evidence-based approach; applying models of clinical psychotherapy, consultation, and supervision; utilizing cognitive and personality assessments; and applying psychological theory to social change.
- Support social impact initiatives through community volunteering and active engagement in National Alliance on Mental Illness (NAMI).

EDUCATION

Ph.D. in Clinical Psychology

Walden University | Minneapolis, MN

Expected: 2027

GPA: 4.0

M.S. in Psychology

University of Georgia | Athens, GA

May 2016

GPA: 3.61

B.S. in Human Resources

University of Georgia | Athens, GA

May 2014

GPA: 3.80

SELECT DOCTORAL COURSEWORK

- Foundation of Graduate Studies in Psychology
- Psychopathology from a Clinical Perspective
- Interpersonal Psychotherapy
- Research Theory, Design, and Methods
- Social Psychology
- Quantitative Reasoning and Analysis
- Qualitative Reasoning and Analysis
- Psychology and Social Change
- Cognitive and Affective Bases of Behavior

PROFESSIONAL EXPERIENCE

Case Manager

Family and Children Center | Athens, GA

2016 - Present

- Conduct daily life skills workshops and provide skills-based services for individuals and families using interpersonal skills, clinical judgement, and active listening.
- Create and submit progress notes, and ensure compliance with local, state, and federal agencies and regulations.
- Guide clients in defining personal, social, educational, and vocational goals and implementing action plans.
- Apply behavioral intervention techniques to manage escalated crisis situations.
- Complete Individualized Resiliency Plans (IRPs) and refer clients to community resources to increase success rates.

Recruitment Assistant

Value Foods | Athens, GA

2014 - 2016

- Coordinated a wide range of HR functions to support HR managers and recruiters in onboarding employees for warehouse and customer service positions.
- Obtained proof of employment and assisted with onboarding duties including coordinating pre-employment drug tests and completing the e-verification process.
- Compiled new hire training materials, created orientation packets, and tracked supply orders to increase efficiency in the onboarding process.
- Performed administrative tasks including coordinating email correspondence, preparing reports using Excel, editing training materials, and creating PowerPoint presentations.
- Protected sensitive and confidential employee information and organized document files.

TEACHING EXPERIENCE

Part-time Psychology Instructor Georgia Technical College | Athens, GA

2017 - Present

- Teach an Introduction to Psychology course to 20-30 diverse college students.
- Evaluate student progress and competency attainment, facilitate classroom discussions, and adapt delivery methods to students' individual learning styles.
- Deliver face-to-face and online instruction, use active learning strategies to motivate students, and provide timely feedback through written and oral communications.

VOLUNTEER EXPERIENCE

Hotline Advocate

Women's Resource Center to End Domestic Violence, Clarke County, GA

2016 - Present

- Serve on a 24-hour domestic violence crisis hotline; create safety action plans, refer to community and center resources, and apply active listening skills to support callers through crisis situations.
- Completed 24 hours of domestic violence prevention training.

Safe House Volunteer

Women's Resource Center to End Domestic Violence, Clarke County, GA

2015 - 2016

- Supported group facilitator with delivering weekly life skills courses to groups of 5-10 women and supervising peer advocacy groups.
- Organized activities for children ages 2-12, to promote learning and create a safe environment.

Outreach Liaison Volunteer

Habitat for Humanity, Athens, GA

2015 - 2016

- Under supervision, assisted potential homebuyers in the application process, determined Atlanta Habitat program eligibility, and answered questions regarding program qualifications.
- Invited potential homebuyers to attend upcoming information sessions and entered homebuyers' information into the Salesforce database.

AFFILIATIONS

Member

Psi Chi Honor Society

Sep 2017 - Present

Member

National Alliance on Mental Illness-Georgia Chapter

Aug 2017 - Present

Board Member, Conference Committee Member

National Alliance on Mental Illness (NAMI)

2016 - Present