

# SANDRA W. SMITH, M.S.

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☎ (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: 2025

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