

EDUCATION

Bachelor of Science, Liberal Studies, double minor: Psychology I Professional Education May 2004
Rutgers University, New Brunswick, NJ

Relevant Courses:

Introductory Psychology	Mental Illness	Developmental Psychology	Transcultural Health
Introductory Sociology	Psychodrama I	Educational Psychology	Theory of Personality
Physiological Psychology	Loss and Grieving	Sociology of the Family	Abnormal Psychology
Essential Helping Relations	Social Psychology	Field Experience I & II	Intro. Criminal Justice

MENTAL HEALTH INTERNSHIP

Mental Health & Guardianship Advocacy, Public Defender's Office, Trenton, NJ 2002-2003

- Interned for 3 programs in mental health field within Public Defender's Office: Mental Health Unit (Mercer County Field Office), Guardianship Advocacy Unit, and Special Hearings Unit (Megan's Law).
- Interviewed individuals at in-patient public and private facilities, such as Hagadorn State Hospital (specializing in geriatric psychiatric care), Trenton Psychiatric Hospital (adolescent and adults), as well as the Carrier Foundation (children and adolescents) for Mental Health and Guardianship Advocacy programs.
- Assisted attorneys in Megan's Law legal cases by interviewing defendants for upcoming hearings, documenting and evaluating statements, and preparing materials for the court.
- Performed follow-up case management, interviewing clients to complete cases assigned, and submitted timely documentation and reports. Ensured confidentiality of all records and communications.

EMPLOYMENT

Substitute Teacher, Hamilton Regional School District, Hamilton, NJ 2003-Present

- Teach all subjects as substitute teacher for elementary and secondary schools, following lesson plans detailed by classroom teachers, as well as maintaining positive class atmosphere and discipline.

Hostess / Cocktail Waitress, Rusty Scupper, Princeton, NJ 2002-Present

- Coordinate seating, efficiently and promptly, for popular downtown restaurant with seating for 550 indoors and outdoors. Seat 200 customers per 8-hour shift, while serving 1000 bar customers per 5-hour shift.
- Efficiently seat and serve group parties and banquets, such as four 2002 Holiday parties (75 customers each) in one day. Received recognition for top-notch customer service and positive attitude under stress.
- Entrusted with \$450 bankroll at beginning of each shift. Maintain 99+% "count out" (cash reconciliation) accuracy for monies collected and disbursed daily.
- Chosen by management to promote upcoming shows and events via on-site and off-site marketing pieces and public relations appearances.

Administrative Assistant, Claims Administration, Public Defender's Office, Trenton, NJ Summer 2001

- Maintained orderly and productive environment in busy office with 6 attorneys. Effectively answered and transferred incoming phone calls on 8 lines, and scheduled 50- 60 appointments daily for all attorneys.
 - Word-processed, edited, and revised large volume of homeowners' claims and legal settlement documents weekly (20- 25 documents, each 75- 80 pages in length). Consistently completed assignments with short turnaround time (within 24 hours). Received live dictation, composed and sent correspondence and memos.
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COMPUTER SKILLS

Windows 98, MS Office 2000- Word, Excel, Access, PowerPoint, MS Outlook, PhotoShop, Internet Explorer
