

## FIRST NAME LAST NAME

1234 Your Street Name, Apt. #  
Current City, CA, Zip Code

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Email: [firstname.lastname@cgu.edu](mailto:firstname.lastname@cgu.edu)

### EDUCATION

**Masters of Arts, Psychology, Emphasis on Organizational Behavior and Evaluation** May 2005  
Claremont Graduate University, Claremont, CA  
Leadership: Executive Board Member, Student Advocacy Association

**Bachelor of Arts, Psychology** May 2001  
Pomona College, Claremont, CA

### EXPERIENCE

**Research Assistant to Professor John Smith, Evaluation Department** 05/04-Present  
Claremont Graduate University, Claremont, CA

- Conducted evaluation to assess effectiveness of online tools as an aid to graduate education. Duties include the development and creation of databases and instruments.

**Project Director, Center for Community Health** 6/02-7/03  
University Neuropsychiatric Institute, Los Angeles, CA

- Directed the implementation of a \$1.5 million (per annum) HIV behavioral research project funded by the National Institute of Health (NIH).
- Supervised a 15-person team in executing a research protocol involving over 100 research participants across 10 locations in Los Angeles and Orange Counties.
- Led the project team in recruiting the highest number of research participants across parallel projects conducted in San Francisco, New York, and Milwaukee, resulting in a \$100k supplement.
- Exceeded projections of research participant retention rates during a 2-year data collection period, resulting in the award of a \$2 million supplement to expand the project's objectives.
- Collaborated with information technology administrators and senior research scientists in overhauling the project database, resulting in improved efficiency to track study participants.

**Clinical Research Coordinator** 5/01-6/02  
Department of Psychology & Behavior Sciences

- Managed clinical studies in investigating new products in the research pipeline for various biotechnology firms, pharmaceutical companies, and the National Institute of Health (NIH).
- Achieved the highest participant recruitment numbers in a seminal pharmaceutical trial among 5 different research centers at UCLA, Johns Hopkins, Yale University, Ohio State University, and Indiana University, leading to significant findings published in the *New England Journal of Medicine*.
- Conducted diagnostic and cognitive assessments involving: computer-based testing, clinical interviews, surveys, and questionnaires.
- Regularly interfaced with sponsoring companies and regulatory agencies such as the UCLA Institutional Review Board, U.S. Food & Drug Administration, and the California Research Advisory Panel.

**Crisis/Residential Counselor** 8/96-8/97  
Good Health Counseling Center, Nashville, TN

- Conducted intake assessments and supervised youth residing at a crisis center for runaway/homeless adolescents.
- Worked collaboratively with a team of social workers, case managers, and clinical psychologists in clinical treatment interventions and follow-ups.

### SKILLS

- Fluent in Spanish
- Microsoft Office Suite, SPSS 12.0