

Ellen English

1800 Jersey Lane | Sartell, MN 56377 | 320-123-4567 | em@gmail.com | www.linkedin.com/in/ellen

EDUCATION

Masters of Arts Degree in English-Teaching English as a Second Language (TESL) May 20XX
St. Cloud State University, St. Cloud, MN

- Thesis: Refugee Negotiating Academic Literacies in First Year College: Challenges, Strategies and Resources
- **GPA: 3.85**

Bachelor of Science Degree in Psychology May 20XX
Minnesota State University-Mankato, Mankato, MN

- **Studied Abroad** in Europe for one semester developing increased confidence in working with individuals and groups from other cultures

RELATED EXPERIENCE

Intern September 20XX-Present
Hands Across the World, St. Cloud, MN

- Conduct group counseling sessions for up to 20 women on drug and alcohol addiction recovery
- Distribute daily medications and led relaxation courses each morning to support clients resulting in high client satisfaction
- Gain organizational skills by keeping track of confidential files and necessary paperwork
- Coordinate training manual for future interns on policies and procedures of Women's Shelter

Graduate Assistant September 20XX-Present
English Department, St. Cloud State University

- Provide a resource and information center to support undergraduate and graduate students in Creative Writing
- Plan and implement the program's advertising and promotional campaigns, including an 8-page newspaper for the Spring Literary Festival
- Organize and deliver workshops for Writing Across the Curriculum and the Project for Curricular Innovation

Behavior Therapist/Personal Care Attendant July 20XX-September 20XX
REM Health Incorporated and Private Family, Eden Prairie, MN

- Implemented behavior therapy program in individual therapy sessions with a child diagnosed with autism
- Routinely trained by psychologists, therapists, and consultants in behavior therapy for children with autism
- Attended and participated in bimonthly meetings with clinical psychologists and therapy team client regarding the development of an individualized therapy program

Teaching Assistant for Children with English as a Second Language June 20XX-August 20XX
Learning Center, St. Paul, MN

- Facilitated reading and verbal communication skills by engaging students in the activities
- Independently taught lessons to 4-5 year olds when teacher was absent while following the usual study plan

RESEARCH ACTIVITIES**Research Team Member**

September 20XX-Present

Department of Psychology, St. Cloud State University

- Participate in discussion regarding research development and implementation
- Independently developed an original research idea and methodology
- Serve as a mentor for undergraduate and graduate students in the pursuit of research

Research Assistant/Intern

Summer 20XX

Mayo Clinic, Nicotine Research Center and Health Psychology, Rochester, MN

- Contributed to the development of nicotine research protocols as a member of a research team of clinical psychologists, physicians, and biostatisticians
- Actively participated in health psychology evaluations and formulated diagnostic impressions and treatment plans
- Independently contributed to the closure of a research project and successfully produced a manuscript for journal submission

Research Assistant

February 20XX-March 20XX

University of Minnesota, Department of Psychiatry, Minneapolis, MN

- Trained to administer a screen of medical and psychological assessments to potential participants in a study of alcoholism and anxiety disorders
- Participated in research meetings with doctoral candidates

VOLUNTEER ACTIVITIES**Crisis Hotline Volunteer**

September 20XX-Present

Crisis Center, St. Cloud, MN

- Complete 40 hour training in telephone crisis intervention
- Supervise seven undergraduate volunteer students and serve as a facilitator for debriefing discussions during the academic year

Volunteer

September 20XX-May 20XX

Habitat for Humanity, Minnesota State University, Mankato, MN

- Traveled to Chicago to help build five homes for homeless families
- Team leader for a group of eight students; in charge of hotel accommodations, budget, and free time

ADDITIONAL EXPERIENCE**Server**

Old Chicago, St. Cloud, MN

September 20XX-July 20XX

- Used strong interpersonal communication skills to serve thousands of restaurant customers
- Efficiently executed cash transactions by operating own cash register each 8 hour shift