

ALDAZIA GREEN

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EDUCATION

RUTGERS UNIVERSITY, New Brunswick, NJ

Expected Graduation: May 2022

B.A. | Psychology | 3.897

- Minor: Criminology
- Dean's List
- School of Arts and Sciences Honors Program

EXPERIENCE

GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY, Piscataway, NJ

September 2019 – Present

Front-Desk Representative, Testing Library

- Checking clients in at the time of their appointment and collect their co-pay if needed
- Managed and scheduled new clients for phone intake assessments with clinicians
- Documented and recorded client records for later reference
- Responsibilities included closing the clinic, closing the register, and checking therapy rooms

RUTGERS UNIVERSITY, New Brunswick, NJ

September 2019- Present

Learning Assistant, Learning Centers

- Spend 160 minutes with Abnormal Psychology students in lecture and study groups
- Independently lead and facilitate students during study groups when reviewing course material and study skills
- Attend weekly faculty meetings with the professor of the course and other learning assistants
- Participate in a professional development workshop offered by the Learning Center

RUTGERS UNIVERSITY, Newark, NJ

June 2019 – August 2019

Youth Leader Mentor, TRiO Talent Search Program

- Increased the likelihood of participant applications to the college by 50% upon providing information about the college process
- Educated over 200 low-income students on skills needed in a professional setting which increased their confidence in obtaining jobs
- Filed and organized highly-sensitive information provided by parents and guardians of the students

GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY, Piscataway, NJ

September 2018 – May

2019

Office Representative, Testing Library

- Managed a reservation system and maintained inventory control of various testing kits on a daily basis
- Prepared testing kits which include all necessary tools for clinicians to test their clients

LEADERSHIP AND HONORS

- **Scholar, Ronald E. McNair Postbaccalaureate Achievement Program** (January 2020- Present)
- **Fellow, America Needs You** (2019 – Present): Selected as one of 75 first-generation college students in New Jersey to serve in a 2-year career development and leadership training program
- **Member, Student Support Services** (2018 – Present)
- **Member, Educational Opportunity Fund** (2019- Present)

ADDITIONAL

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint)
- **Skills:** Communication, attention to detail, teamwork
- **Personal Interests:** Reading, mental health in correctional facilities, community service
- **Training and Certifications:** Rutgers Protection of Minors (POM) Training Course