George M. Williams

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**EDUCATION**

***The University of Iowa****, Iowa City, IA*Anticipated May 20xx

B.A., Psychology

B.A., Spanish

GPA: 3.9/4.0

***La Universidad de Guanajuato****,* Guanajuato, MéxicoSummer 20xx

Spanish Language & Literature Study Abroad

**CLINICAL EXPERIENCE**

***Intern*** August 20xx‐May 20xx

***Adoption and Attachment Treatment Center of Iowa****, Iowa City, IA*

Administered & scored psychological testing; co‐facilitated group therapy focusing on social skills and emotional regulation; assisted with assessment of individual and group skills; facilitated behavioral interventions with children. Population served included children with attachment diﬃculties, trauma and loss histories, ADHD, Asperger, and oppositional defiant tendencies. Provided children with play‐directed activities to help children process feelings; trained in safe physical restraint

**RESEARCH EXPERIENCE**

***Research Assistant*** January 20xx‐May 20xx

***Iowa Depression & Clinical Research Center****, Iowa City, IA*

Recruited participants for studies through phone interviews; screened women for postpartum depression through inventories including the PHQ‐9 and PRAMS‐6; assisted in data analysis and entry and attended weekly lab meetings to discuss research findings and progress; certified from IRB; presented scholarly articles of recent research findings in clinical psychology

**ADMINISTRATIVE EXPERIENCE**

***Receptionist*** Summer 20xx

***Concordia Place****, Chicago, IL*

Managed oﬃce area of a non‐profit organization assisting low‐income families and children; assisted clients with paperwork for the Department of Human Services and Action for Children Program; provided excellent customer service by answering phone calls and parent questions in a professional and friendly manner; maintained child files and medical records ensuring accuracy and confidentiality of sensitive information; handled client payments with accuracy and attention to detail

***Administrative Assistant*** December 20xx‐May 20xx

***Gersh, Hartson, Payne & Associates, P.C.****, Iowa City, IA*

Provided administrative support to psychologist and office manager by handling multiple tasks simultaneously including assisting with reports and office projects; entered patient charges and diagnoses using Therapist Helper software; filed insurance claims on a weekly basis by contacting insurance companies to confirm patient benefits, advocating for patients and ensuring proper reimbursement

***Recruiting Coordinator Assistant*** August 20xx‐April 20xx

***The University of Iowa Pomerantz Career Center****, Iowa City, IA*

Presented to business classes of 50+ students on online job searching by effectively communicating the benefits of utilizing Handshake for online job searching; advised and provided tailored guidance to students on interview schedules and current jobs/internships available, demonstrating strong knowledge of industry trends; provided prompt and efficient customer service to students needing technical support to resolve problems with website account; updated online employer profiles to ensure accurate and up-to-date information for students seeking job opportunities

**LEADERSHIP EXPERIENCE**

***Dance Marathon Programming Director*** August 20xx-present

***The University of Iowa****, Iowa City, IA*

Acquired $1,000 in donations for an event that raised more than $1 million benefiting pediatric oncology patients at the University of Iowa Children’s Hospital; developed and led a committee of 15 students to organize family activities attracting more than 100 attendees per event; created and maintained relationships with 3 families aﬀected by cancer

***Judicial Court Justice*** August 20xx‐May 20xx

***The University of Iowa Student Government****, Iowa City, IA*

Analyzed and adjudicated appeals sent by campus organizations and other UISG aﬃliations showcasing strong critical thinking and problem-solving skills; led the revision process of the entire UISG constitution utilizing strong research skills to identify areas for improvement within the constitution, incorporating best practices and ensuring compliance with legal requirements

***Student Health Representative*** August 20xx‐May 20xx

***The University of Iowa****, Iowa City, IA*

Conducted research that led to the development of the first on‐campus pharmacy; actively participated in meetings contributing valuable insight and perspective along with university professors, doctors, nurses, and graduate students; developed persuasive and compelling formal statements regarding the need for all students to have access to aﬀordable health care

**COMMUNITY INVOLVEMENT**

***Volunteer*** Summer 20xx

***Hospital ISSSTE****, Guanajuato, México*

Assisted psychologist in scoring of psychological tests; conversed in Spanish with chronically mentally and physically ill patients; worked with clients on relaxation techniques; provided positive social interaction with patients

***Campus Ministry at the University of Iowa*** August 20xx‐May 20xx

***Music Leader/Volunteer****, Iowa City, IA*

Led worship services by providing organ and piano music; served the homeless; created gifts for the elderly; assisted in serving food on various occasions; supplied music for disadvantaged churches and congregations around the area