COLLEGE OF HEALTH & BEHAVIORAL SCIENCES SAMPLE RESUME

BRUCE D. BEAR

Conway, AR 72034, 501.450.3134, COHBS@email.com

EDUCATION

Bachelor of Science in Psychology

University of Central Arkansas, Conway, AR

- Dean's List, GPA 3.9
- Psi Chi International Fraternity, 2020 present

PROFESSIONAL EXPERIENCE

Addiction Counselor April 2024 – present

Saint Mary's Regional Medical Center, Russellville, AR

- Obtain informed consent forms and administered cognitive tests.
- Collect, store and transfer study data.
- Assist in the initiation of new research and grant proposals.
- Perform general office duties such as filing, mailing, and photocopying.

Men's Rehabilitation Center Intern

Jan. 2023 - May 2023

Anticipated: May 2024

Saint Mary's Regional Medical Center, Russellville, AR

- Gained practical experience in analyzing patient data.
- Assisted in analyzing and collecting crucial data on patient's mental health.
- Upheld and followed strict regulations regarding patient confidentiality (HIPPA).

Camp Counselor Summers 2019, 2020

Boy Scouts of America, Little Rock, AR

- Supervised the safety needs of a group of 10-12 fifth graders; served as a mentor.
- Taught activities to enhance social and problem-solving skills.
- Maintained an environment of security and stability.

COMMUNITY INVOLVEMENT

City of Conway Food Bank

July 2020 – present

- Serve nutritious meals to individuals to promote healthy habits.
- Maintain a sanitary work environment in compliance with state and county codes and safety practices.
- Maintain a courteous demeanor when greeting and serving customers.

Student Government Association

Aug. 2021 - May 2022

- Elected as Freshman Class President to represent class of 1,200 new students.
- Promoted events across campus and within the Conway community.
- Orchestrated partnership with Senior Class to encourage participation in extracurricular activities.