

## OBJECTIVE

My aim is to strategically apply my advanced education and expertise in the field of Industrial and Organizational Psychology to catalyze transformative positive changes in organizations, individuals, and society at large, by providing highly personalized, people-centric services.

### The Chicago School of Professional Psychology

Aug.2020 – July 2022

*M.A in Industrial Organizational Psychology -3.5GPA*

Chicago, IL

### North Park University - NCAA Division III Student-Athlete North Park University - Football

Aug.2014-Dec. 2018

B.A Psychology

Chicago IL

- Related coursework includes Personality Psychology, Industrial-Organizational Psych, Counseling Psych, Learning & Cognition Psych, Social Psychology, Psychology of Perception, and Multicultural Psychology.

## PROFESSIONAL WORK EXPERIENCE

### Heartland Alliance

#### Associate Human Resources Business Partner - Furloughed

Sep 2023 – Oct. 2023

Chicago, IL

- Provided HR Support to Heartland Alliance National and International.  
Ex: Colombia, Iraq, Dominican Republic and Congo.
- Collected and analyzed HR data to identify trends and opportunities for improvement.
- Developed and implemented HR metrics to track and measure progress against HR goals.
- Analyzed training needs assessments for HR departments in Iraq, Colombia, Dominican Republic to improve employee skills and performance.
- Provided onboarding to new employees, ensuring that they had a positive and informative onboarding experience.

### Neighborhood Housing Services of Chicago

Aug 2022 Sep 2023

Chicago IL

#### Human Resources Assistant

- Successfully recruited, screened, and selected candidates for various positions within the organization through reviewing resumes, conducting interviews, and making hiring recommendations.
- Developed and implemented HR policies and procedures, including employee handbooks, performance management processes, and compliance with state and federal employment laws.
- Conducted employee engagement surveys and analyzed data to identify areas for improvement and develop action plans to increase employee satisfaction and retention.
- Maintained a high level of confidentiality and professionalism in all HR-related matters.

### The Sunshine Method

#### Human Resources Intern (600 hours)

May 2021- Dec 2021

- Worked within the staffing and selection process by screening candidates for tutoring/mentoring jobs.
- Called references and followed up with candidates with hiring decisions.
- Record and follow up with candidates interested in tutoring and mentoring.
- Seek tutors/mentors for children in populations such as: refugees, immigrants, low income community, hospital and private.

### MADO Healthcare

March 2019-Aug 2022

Chicago, IL

#### Psychiatric Rehabilitation Services Coordinator – Behavioral Unit

- Conduct initial and ongoing psychiatric assessments on 25-30 patients with severe mental illness.
- Aid clients in coping with psychosis, delusions, hallucinations, depression, and anxiety.
- Create an individual treatment care plan for residents with an interdisciplinary team.
- Make rounds daily to observe, monitor and intervene with residents as necessary.
- Provide crisis interventions to reduce at-risk and disruptive behaviors.

### Park Ridge Country Club

May 2017-Dec 2018

Server/Waiter

Park Ridge, IL

- Serve food with great effort to establish satisfying service.
- Articulated the menu and communicated openly with customers.
- Maintained cleanliness of the table and restaurant.
- Described items in the menu and answered questions thoughtfully.

### New life Community Church Humboldt Park

Aug. 2016-Dec. 2016

Tutor

Chicago, IL

- Tutored kids in all subjects from third grade to eighth grade.
- Supervised a classroom, checked their homework for correctness and completion.
- Achieved a relationship with students to provide guidance in a low-income neighborhood.

## LEADERSHIP AND VOLUNTEER ACTIVITIES

### Social Capital Foundation

Dec 2021 – Present

Director of Development

Chicago, IL

- Philanthropic DEI Endowment Fund focused on bringing access and opportunity to where there is need.

### Latinos in Industrial and Organizational Psychology

Feb 23 – Present

Mentor

Chicago, IL

- Providing guidance and support on topics such as career development, research methods, and professional ethics.
- Celebrated mentees' successes and recognized their achievements, reinforcing positive behaviors and motivating continued growth and development.
- Provided a safe and confidential space for mentees to share their challenges, allowing them to explore potential solutions and gain confidence in their abilities.

### Robert Martwick #19th district Illinois Representative

May 2018-Nov 2018

- Electioneer

Chicago, IL

## SKILLS

**Language:** Fluent in Spanish and English.

**Technical:** Intermediate understanding of statistics, (SPSS), Moderate understanding of Word, Excel, PowerPoint, ADP.

**Interpersonal:** Behavior Management, Crisis Intervention, Mediation, and Organizational Leadership.