Name, Ph.D.

Street, City, State Zip
Phone: 123-456-7890
Email: name@gmail.com

U.S. Citizen
Eligible for Security Clearance
Ph.D., Cognitive Psychology; B.S., Psychology/Mathematics

Profile

- Accomplished academic and research administrator with proven ability to deliver stellar results
- Experienced Principal Investigator with strong track record of writing/winning research grants
- Innovative, IT-savvy problem-solver and confident, collaborative team leader and mentor

Relevant Work Experience

RESEARCH ANALYST	**01/2018 – Present**
Employer, City, State	40 hours/week
Supervisor: Name (Phone), contact me first	Annual Salary: $80,000

Lead Research Analyst: plan, organize, and conduct behavioral/social science research in an academic environment. Participate in research program administration. Acquire and apply understanding the history, interests, internal dynamics, and relationships of the host organization.

Serve as principal investigator or equivalent on a grant or contract that includes institutional grant support or foundation funds and was obtained competitively. Perform independent research and development of a research project. Sole author of all reports on research progress and results.

Lead a significant independent research effort to assess, manage, collect, and conduct data visualization and analysis of complex data designed to assess graduate student learning, clarify the effectiveness of existing graduate education programs, and identify major contributing factors.

Perform intensive statistical analysis of diverse related topics, such as graduate student graduation, retention, and performance rates across 270 programs, the impact of fellowships, the predictive value of grade point averages, and the performance/retention of minority and non-minority graduate students.

Develop, design, and apply protocols, survey instruments, and other data collection tools. Complete extensive data analysis and visualization reports. Consult, advise, and guide campus-wide stakeholders on assessment, data analysis, and measurement strategies for student learning outcomes.

- **Built strategic working relationship with University's Information Technology (IT)** Department. Secured IT Department's assistance in transferring large volume of graduate school application data into a useable and accessible format on a server and creating a new database dedicated to my specific research needs. Reduced digital storage needs in my office and decreased workload by persuading IT to manage new data being developed.

- Identified free software and partnered with a programmer to program and debug scripts (using Python) that automated work processes: **cut time required to process a single dataset from 7-8 hours to under 30 seconds**. Freed significant new time for higher-order tasks such as data analysis.

SENIOR RESEARCH SCIENTIST   **10/2017–Present**
Employer, City, State   40 hours/week
Supervisor: Name (Phone), may contact   Annual Salary: $75,000

Co-Investigator and Analyst on a Human Development and Quantitative Methodology research project: plan, organize, and conduct behavioral/social science research in an academic environment. Participate in research program administration. Acquire and apply understanding the history, interests, internal dynamics, and relationships of the host organization.

Serve as co-investigator or equivalent on a grant or contract that includes institutional grant support or foundation funds and was obtained competitively. Perform independent research and development of a research project. Joint author on all reports on research progress and results.

Jointly design, implement, and collect and analyze data from multiple studies assessing learning outcomes in college students, with two other researchers.

- **Designed an assessment protocol** to collect and measure data on literacy skills and learning outcomes for a sample of 300+ elementary and middle school children.

- **Co-lead effort to write grants** for NSF and NIH to design psycholinguistic experiments and theoretical frameworks. Mentor a graduate student working on my experiments.

ASSISTANT PROFESSOR   **08/2012–12/2017**
Employer, City, State   40 hours/week
Supervisor: Name (Phone), may contact   Annual Salary: $70,000

Taught 7 Psychology Department courses per academic year with up to 75 students per class: Behavioral Statistics; Cognitive Neuroscience; Cognitive Psychology; Introduction to Psychology; Learning and Motivation; Psychology of Language; Methods and Statistical Design.

- **Faced with students struggling to learn and apply critical thinking and problem-solving skills**, **created original innovative educational materials** to educate students on how to interpret data results, gain insights, and apply theory into practice. Broke down scientific process into discrete steps. Raised student grades by 12 points on average after introducing these materials. Student feedback confirmed the effectiveness of this initiative in teaching them how to think critically.

Lead Psychology Department Curriculum Assessment Coordinator: planned, organized, and conducted behavioral/social science research in an academic environment. Participated in research program administration. Acquired and applied understanding the history, interests, internal dynamics, and relationships of the host organization.

Served as principal investigator or equivalent on a grant or contract that included institutional grant support or foundation funds and was obtained competitively. Performed independent research and development of a research project. Sole author of all reports on research progress and results.

Led Department-wide effort to measure student learning outcomes for undergraduate psychology courses. Conceptualized and designed measures, surveys, and questions to assess mastery of curriculum learning objectives.

Collected and analyzed data from 50 – 380 students per data collection cycle using complex statistical analyses (inferential, multivariate, regression, and data reduction methods using statistical software) plus other qualitative and quantitative analyses (e.g., factor analysis). Interpreted and presented results to relevant university constituencies.

- **Developed 20+ protocols** for the collection of behavioral and assessment data on learning outcomes from vocabulary training.

- **Served as Lead Researcher** in conjunction with three researchers at different universities: led design, implementation, data collection, and analyses of two different projects that tested learning outcomes after language training.

Principal Investigator: led, supervised, and trained a research laboratory team of 6 personnel conducting participant recruitment, data entry, collection and analysis, and database management for studies on learning outcomes in a higher education setting.

- **Authored/co-authored four empirical papers published in refereed peer-reviewed journals**; invited to present results at 13 professional conferences to a wide variety of audiences.

- **Won two grants**: Co-Principal Investigator on a $100K Industrial Partnerships grant and Principal Investigator on a $10K grant from the XXX journal.

Actively contributed to the organizational and professional work of the University: served on the Department of Psychology Merit Committee, 2016; Honors College Curriculum Committee, 2015-2018; Chair, Psychology Foundations Committee, 2014-2018; Department of Psychology Faculty Search Committee, 2014; Assessment Coordinator, Department of Psychology, 2013-2018; Cognitive Psychology undergraduate student mentor, 2012-2013.

- **Lead Coordinator, Curriculum Assessment Committee, 08/2013–12/2017**: led effort to analyze effectiveness of Introduction to Psychology curriculum. Working solo, recruited ~30 instructors who asked their students to participate in the assessment, then analyzed and reported on the data gathered. My work told us what we didn't know earlier and led to Department-wide changes in curriculum objectives and learning goals.

- **Member, Honors College Curriculum Committee, 04/2015–12/2017**: with seven others, reviewed faculty proposals for nontraditional multidisciplinary courses and picked one per semester that would be approved and funded. Championed proposal to teach a course around TED talks, analyze evidence presented using the scientific method, and support evidence-based critical thinking in students. Persuaded Committee to review and approve this proposal after initial rejection.

LINGUIST AND STATISTICAL CONSULTANT/RESEARCHER	**08/2013–11/2015**
Employer, City, State	40 hours/week
Supervisor: Name (Phone), may contact	Annual Salary: $50,000

Co-Principal Investigator and the only social scientist on a private sector research team working to create an original speech and voice-training cloud-based software application.

Led and managed 5 team members: assigned and oversaw tasks such as data collection, stimuli creation, and participant recruitment. Synthesized, communicated, and conceptualized best data collection practices and protocols. Created action plan with specific steps, goals, and milestones.

- **Collected data for a large database** from 360 research participants and assembled 1 million+ data points six months ahead of schedule.

- **Implemented complex data reduction methods** such as factor analysis to extract relevant statistics for a model of emotion recognition: developed a framework that identified and measured 20 different emotions from everyday speech samples.

- **Co-authored successful $100K grant** to develop 2,400+ sound samples with emotional information used to develop a machine learning algorithm for a speech and voice training application.

Major contributor to successful effort that produced a commercially viable voice training application now used to improve English speaking and communications abilities (www.myvoicevibes.com).

VISITING PROFESSOR OF PSYCHOLOGY	**08/2010–07/2012**
Employer, City, State	40 hours/week
Supervisor: Name (Phone), contact me first	Annual Salary: $60,000

Designed and introduced new psychology curriculum course: "Introduction to Cognitive Neuroscience." Developed lectures, handouts, and in-class activities that clearly communicated concepts and promoted critical thinking for five undergraduate courses: earned high student evaluation scores.

Presented two research talks on reading and vocabulary learning at the weekly faculty research colloquium series. Created and organized a professional development workshop for undergraduate students applying to graduate school programs in psychology. Mentored undergraduate students.

INSTRUCTOR / TEACHING FELLOW	**08/2004–04/2008**
Employer, City, State	40 hours/week
Supervisor: Name (Phone), contact me first	Annual Salary: $40,000

Evaluated qualitative feedback and provided extensive recommendations for redesign of Cognitive lab courses within the Psychology major curriculum: achieved in measurable student performance increases in critical thinking skills. Presented at workshops on effective teaching methods, classroom strategies, and presentation skills to audiences of ~100 teaching assistants.

GRADUATE STUDENT RESEARCHER	**08/2001–08/2010**
Employer, City, State	40 hours/week
Supervisor: Name (Phone), contact me first	Annual Salary: $20,000

Won individual/co-authored grants, including $40K research grant to develop a tool for vocabulary training for non-native English learners, and $2K dissertation grant to fund two research projects.

Coordinated biweekly research meetings for four research labs with up to 10 researchers per lab and research projects spanning one to five years with grant funds ranging from $50K to $500K.

Collaborated with three researchers to design, implement, collect data, and analyze two large-scale experiments with >1,000 participants each.

Managed and trained 11 undergraduate students in conducting behavioral and electrophysiological (EEG/ERP) experiments, participant recruitment, stimuli creation, and data collection and entry. Mentored students through the graduate school application process with a 90% success rate.

Education

Doctor of Philosophy, Cognitive Psychology, University of XXX, City, State, GPA: 3.84, 105 semester hours, 08/2011.
- Dissertation: *Title* (Mentor: Name).

Master of Science, Cognitive Psychology, University of XXX, City, State, 05/2004.
- Thesis: *Title* (Mentor: Name).

Magna Cum Laude Bachelor of Science, Psychology, Minor: Mathematics, University of XXX, City, State, GPA: 3.69, 128 semester hours, 04/2001.

Select Research Papers & Presentations

Redacted

Professional References

Name, Title, Employer, Phone, Email

Name, Title, Employer, Phone, Email

Name, Title, Employer, Phone, Email

Name, Title, Employer, Phone, Email

Additional Information

Professional Affiliations:

Member	Psychonomic Society	2003–Present
Member	Women in Cognitive Science (WCS)	2004–Present
Member	Society for the Scientific Study of Reading (SSSR)	2001–Present
Member	Psi Chi National Honor Society	1999–Present

Foreign Languages: XXX (fluent)

Select Research Grant Awards:

2015-2016: Language Learning Young Investigator Grant, Role: Principal Investigator, Amount: $10,000
2013-2014: XXX Industrial Partnerships Grant, Role: Co-Investigator, Amount: $100, 000
2008-2009: Language Learning Dissertation Grant, Role: Principal Investigator, Amount: $2,000
2008-2019: XXX Science of Learning Center, Role: Principal Investigator, Amount: $34,000
2009: XXX Award for Excellence in Graduate Student Research, Amount: $500

Technical Skills:

Microsoft Office
Reporting and Dashboard Tools
Predictive Data Modeling
Linear Regression Models

Logistic Regression
Multivariate Techniques (ANOVA)
Cluster Analysis
Principal Components Analysis
Multidimensional Scaling
ROC Analysis
Missing Data Methods
Statistical Software Packages: Statistical Analysis System (SAS), Statistical Package for Social Sciences (SPSS)
Dashboard Reporting Tools: Tableau