

Nicole Roberts

Redondo Beach, CA - ncroberts@gmail.com - (213) 555-5567

EDUCATION

- 12/2018 California State University Dominguez Hills (CSUDH), Carson CA
Bachelor of Arts, Psychology
Minor, Behavioral Science
- 9/2015 El Camino College, Torrance CA
Certificate Early Childhood Education

HONORS & AFFILIATIONS

- 1/2016 – Present CSUDH Psychology Club President
12/2015, 5/2016 CSUDH Dean's List

WORK EXPERIENCE

- 5/2016 – Present California State University Dominguez Hills Equal Opportunity Program, Carson, CA
Peer Mentor
- Guide cohort of 30 freshmen to help with their college transition
 - Mentor students in topics such as study habits, time management, and campus resources
 - Create flyers to market events to the campus community
- 9/2014 – 6/2015 United States Veterans Initiative, Inglewood, CA
Program Assistant
- Maintained confidential patient files for case managers
 - Assisted case managers in providing career-related counseling to clients
 - Developed presentations and paperwork for staff training purposes

VOLUNTEER EXPERIENCE

- 5/2016 – Present Didi Hirsch Mental Health Services, Glendale, CA
Suicide Prevention Crisis Line Volunteer
- Assess callers' mental conditions and determine emergency services as needed
 - Provide short-term counseling support for callers
 - Participate in ongoing trainings regarding mental health and suicide prevention

SKILLS & CERTIFICATIONS

Microsoft – Word, Excel, Powerpoint
CRM Client Management Software
Conversational Spanish
CPR Certified, June 2012
Certificate Behavioral Intervention & Autism, July 2014