

Jane Doe

Clearly indicate your name and contact information

Virginia Dominion University  
Department of Psychology  
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Hometown, VA 23222  
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Use a professional email [Jane.doe@xxx.edu](mailto:Jane.doe@xxx.edu)

### Education

Include college level education:

Major or focus of study

GPA (if it reflects well)

Degree type

Date graduated or intended

#### Virginia Dominion University

Major: Psychology

GPA: 3.9

Magna Cum Laude

Dean's List all semesters

Bachelor of Science – August 2014

#### Virginia Watershed Community College

Major: Social Sciences

GPA: 3.9

Summa Cum Laude

Dean's List all semesters

Associate of Science – December 2011

Note: List information in each section chronologically

### Research Experience

List research experience

Parent Project Behavioral Coding, VDU: May 2015 – August 2016

Supervisor: Bob Loblaw, Ph.D

Role: Research assistant

Group name and location

Dates involved

Supervisor name

Your role

Bullet points of your responsibilities and duties

- Responsibilities were to view videos of new parents and babies and behaviorally code for humility, gratitude, and other relational components displayed in their interactions.
- Met with coders to discuss discrepancies
- Entered all data collected and calculate reliability
- Provided experience in research of positive psychological concepts as they present behaviorally

Note: Begin sentences with action verbs when describing your tasks

Bullying and Gratitude Manipulation Research, VDU: October 2014 – May 2015

Supervisor: Bob Loblaw, Ph.D

Role: Research coordinator

- Responsibilities were to manage and conduct a research study involving an in vivo bullying scenario and gratitude utilizing deception.
- Duties were to train undergraduate research confederates, schedule participants, and monitor the manipulation to ensure ethical and proper research protocols were maintained.
- Consented and conducted the manipulations, including debriefing
- Provided experience leading a team and executing a manipulation study involving deception

Prevention Research Lab Internship at VDU: August 2013-December 2014

Supervisor: Leslie Knope, Ph.D.

Role: Research Assistant and Lab Supervisor

- Responsibilities were to transcribe interviews, perform data entry, and qualitatively code written material provided by participants.
- As lab supervisor I organized and delegated data entry, led group discussion of journal articles, and conducted home interview participating in PROJECT HEART, a project studying resiliency in African American mothers and teenage children.
- Provided experience in team work, communication skills, working with underserved populations, and qualitative projects.

Content Analysis of Bullying Information in Parenting Articles at VDU: May 2014 – August 2016

Supervisor: Michael Scott, Ph.D.

Role: Content analysis

- Responsibilities were to qualitatively analyze articles related to bullying that are published in top parenting magazines
- Created a coding framework and analyzed various content related to advice provided to parents, bullying outcomes, and characteristics of bullying scenarios.
- Provided exposure and experience with leading a qualitative coding project

Alcohol Research in Gastroenterology, VDU Health Systems: July 2014 – August 2016

Supervisor: Dwight Schrute, M.D.

Role: Research Assistant

- Responsibilities were to recruit and manage participants in multiple NIAAA projects involving alcohol use and liver disease
- Duties were to screen patients using medical record database and evaluating inclusion and exclusion criteria for current studies
- Managed participants, conducted verbal consent and interviews, compiled medical histories, and obtained tissue samples
- Facilitated communication between the research team and the Institutional Review Board.
- Organized the data and maintained streamlined organizational tool to manage data
- Provided with comprehensive experience with research in a variety of disciplines.

Ulcerative Colitis and Crohn's Research at VDU: October 2015 – August 2016

Supervisor: Michael Bluthé, M.D.

Role: Research Coordinator

- Responsibilities included facilitating Pfizer clinical trials for medications used to treat Ulcerative Colitis and Crohn's disease
- Conducted study visits with participants as well as dispensed randomized drug, completed questionnaires with patients, maintained regulatory documents, and managed IRB needs.
- Facilitated monitoring visits
- Provided experience in complex research in a clinical setting for privately funded studies

## Teaching Experience Include Teaching Experience

Psychology Honors Service-Learning Experimental Methods Course at VDU: January-May 2014

Supervisor: Timothy Smith Ph.D.

Role: Teaching Assistant

- Responsibilities included facilitating the community service experience for students, assisting communication between the community partner and students engaging in various community events.
- Duties included training students in proper interviewing techniques.
- Provided experience in academic instruction

**Your role**

**Location**

**Dates**

**Supervisor**

**Your duties and responsibilities**

## Publications

### Published:

Davis, T., **Doe, J.**, Dahl, A., & Kliewer, W. (2015). Community violence exposure and callous-unemotional traits in adolescents: testing parental support as a promotive versus protective factor. *Personality and Individual Differences*, 77, 7-12. Doi: 10.1016/j.paid.2014.12.024

Puri, P., Siddiqui, S.M., Boyette, S., Sargeant, C., White, L.D., Walker, S., Daita, K., **Jane, D.** Cazanave, S., Asgharpour, A., Mirshahi, F., Joyce, A., & Sanyal A.J. (2015). Distinct fecal and plasma bile acid metabolome of microbial origin characterizes human nonalcoholic fatty liver disease (NAFLD). *Journal of Hepatology*, 62, S210-S211.

**Bolding your name in the citation can assist readers to see your level of contribution to the work**

**In Progress: The "In Progress" section can be a good way to show readers publications you are currently working on if it has not been submitted, reviewed, and accepted**

**Doe, J.**, Griffin, B. J., Garthe, R.C., Worthington, E.L., Sullivan, T., Davis D.E., & Myers, J. (2015). The indirect effect of dispositional gratitude on bystander behavior via moral disengagement, moral sensitivity, and defender self-efficacy. Grant number 15267 from Greater Good Science Center at the University of California, funded through the John Templeton Foundation

## Presentations

**List Presentations chronologically  
Include the Title and Date presented**

Doe, J. (November, 2015). Gratitude and the indirect effects on bystander behavior via moral disengagement, moral sensitivity, and defender self-efficacy. Paper presented to the Positive Psychology Research Group, Hometown, VA.

Doe, J. (March, 2015). Gratitude & Bullying. Paper presented to the Positive Psychology Research Group, Hometown, VA.

Doe, J. (April, 2014). The role of virtue in violent relationships among emerging adults. Poster presented at the VDU Undergraduate Research Fair, Hometown, VA.

Doe, J. (April, 2014). The role of caregiver emotions on a child's emotional expression and well-being. Poster presented at the VDU Undergraduate Research Fair, Hometown, VA.

Doe, J. (April, 2014). Prevalence and problematic outcomes associated with dating violence in emerging adults. Poster presented at the VDU Undergraduate Research Fair, Hometown, VA.

## Special Skills & Training

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### Computer Skills:

SPSS, Redcap, Atlas.ti, Blackboard, Oncore, Electronic Data Collection, Cerner, Excel, Powerpoint, Word

**Include Special Skills & Training that are relevant to the position**

### Collaborative Institutional Training Initiative (CITI)

Social and Behavioral Research: Completed August 2013

Social and Behavioral Responsible Conduct of Research: Completed August 2013

Biomedical Research: Completed August 2014

Good Clinical Practice: Completed August 2014

## Counseling Experience

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**Include Practical Experience**

Introduction to Counseling & Career Counseling: August 2016 – May 2017

- Responsibilities included conducting counseling sessions with undergraduate psychology students in VDU Community Counseling and Assessment clinic.
- Duties included scoring and interpreting assessments including career interest and thoughts inventories.
- Duties also included developing individualized learning plans and working with clients to implement these plans.

**Include duties and responsibilities of practical experience**

## Honors & Awards

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Dean's list VDU 2012-2014: Received all semesters attended

Dean's list Virginia Watershed Community College 2010-2011: Received all semesters attended

Phi Kappa Phi Honor Society VDU Chapter

Acceptance date: October 2013

**Include appropriate honors and awards:  
Name of award and date received**

## References

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Dr. Leslie Knope, Associate Professor, Director of Training, Associate Chair, VDU

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Dr. Michael Scott, Visiting Assistant Professor, VDU

118 College Dr. #5025

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Dr. Bob Loblaw Professor of Psychology, Department of Psychology, VDU

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**Provide no more than 3 references  
Verify these references are willing to be contacted  
Include their names, titles, location, and preferred contact method**