

Asia Perkins
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EDUCATION

Bachelor of Arts

August 2011 - May 2015
University of Oklahoma (OU), Norman, Oklahoma

Majors: Psychology and English Language & Literature

Cumulative GPA: 3.45

Psychology GPA: 3.38

English GPA: 3.42

PROFESSIONAL RESEARCH EXPERIENCE

Project Interviewer

March 2017 – Present
University of Oklahoma Health Sciences Center (OUHSC)
Center of Child Abuse and Neglect (CCAN)

As a project interviewer at CCAN, I was a member of a variety of research teams, assisting with federally funded research projects. I was actively involved in consent, data collection, and analysis in both qualitative and quantitative methods. Specific details for each research project can be found below.

1) Maternal, Infant, and Early Childhood Home Visiting Program

September 2018 – Present

Supervisors: David E. Bard, Ph.D., and Lana O. Beasley, Ph.D.

Funding Source: U.S. Department of Health and Human Services, Maternal and Child Health Bureau

Description: The Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV) provides states support for programs designed to give at-risk pregnant woman and families necessary resources and skills to raise children who are physically, socially, and emotionally healthy and ready to learn. The Oklahoma Department of Health contracts with OUHSC to evaluate the state's MIECHV funded home visitation programs.

Responsibilities: Member of the quantitative team trained to evaluate video quality and reliably code parent-child interactions using the Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO), a behavioral observation measure that assesses positive parenting behaviors that predict good child outcomes, guides individualized positive parenting interventions with families, and tracks positive parenting outcomes of a parenting support group.

2) Title IV-E Waiver Project – Intensive Safety Services

May 2018 - Present

Supervisors: David E. Bard, Ph.D., and Lana O. Beasley, Ph.D.

Funding Source: Oklahoma Department of Human Services

Description: The project aims to evaluate the effectiveness of a newly implemented Oklahoma Department of Human Services service system referred to as Intensive Safety Services (ISS). The program's main goals are to maintain safety and prevent the removal of children from families at risk for continued child maltreatment. Families are enrolled in intensive wrap-around services immediately after the investigation. OUHSC is utilizing mixed qualitative and quantitative methods for the process and outcome evaluation.

Responsibilities: Member of the qualitative research team trained to transcribe completed interviews, create interview guides, create codebooks for thematic elements across all interviews, analyze interviews for themes using N*Vivo software, and moderate semi-structured, qualitative interviews.

3) Evaluation of Legacy for Children™ Parenting Program

May 2017 - September 2017, November 2018

Supervisor: Jane F. Silovsky, Ph.D.

Funding Source: Centers for Disease Control and Prevention

Description: The Legacy for Children™ (Legacy) program is a group-based parenting program that was recently culturally adopted for Spanish-speaking mothers. This evaluation is utilizing mixed qualitative and quantitative methods to examine feasibility, process, and outcomes of the culturally adopted program.

Responsibilities: Member of the quantitative team responsible for collecting video and audio interviews for Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO) coding and providing childcare.

4) Prevention of Child Maltreatment in High-Risk Urban and Rural Families

March 2017 - Present

Supervisor: Jane F. Silovsky, Ph.D.

Funding Source: Oklahoma Department of Human Services

Description: The Maximizing Outcomes for SafeCare® Trial is a randomized clinical trial examining adaptations to the SafeCare® home based parenting curriculum to test (a) importance of breadth vs. depth of service content, and (b) consumer vs. data driven curriculum selection and order.

Responsibilities: Member of the quantitative team responsible for entering data, recruiting and consenting participants, collecting data, administering computer-based assessments, routinely updating the project manual, maintaining consistent contact and rapport with clients over the course of the longitudinal study, training employees, handling university and state health department IRBs, and collaborating with partner agencies.

RESEARCH EXPERIENCE

“FIRST” Program: Families Increasing Resilience, Strength, and Trust through Positive Relationships

Research Assistant

June 2017 - Present

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Beverly Funderburk, Ph.D., and Jane Silovsky, Ph.D.

Description: The purpose of this research program is to increase the availability of Parent-Child Interaction Therapy (PCIT) and Problematic Sexual Behavior: Cognitive-Behavioral Therapy (PSB-CBT) to families who have experienced trauma. Both of these evidence-based interventions can address child behavioral problems that are sequela to trauma. The evaluation examined two training approaches and the impact on provider uptake, program implementation, and child outcomes.

Responsibilities: Organized, entered, and reviewed data in REDCap, assisted in expanding the database, reviewed consent forms, trained other research assistants, consulted faculty about any discrepancies found in the files, pulled files for clinicians, created data reports to assist with the continuation of grant funding, and handled university and state health department IRBs.

A Better Chance (ABC) Clinic/Parent-Child Interaction Therapy (PCIT)

Research Assistant

May 2017 – August 2017

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Elizabeth Bard, Ph.D., and Carisa Wilsie, Ph.D.

Description: A Better Chance (ABC) is a program for infants and children who were exposed to drugs and/or alcohol prenatally as well as those who have been impacted by parental substance abuse. These young children are considered high risk for difficulties in their development. Behavior problems are often present. Parent-Child Interaction Therapy (PCIT) is an empirically-supported treatment for conduct-disordered youth that places emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. Parents are taught specific skills to establish a nurturing and secure relationship with their child while increasing their child’s prosocial behavior and decreasing negative behavior.

Responsibilities: Organized files, reviewed files for valid consent forms, flagged errors in database, assisted current fellow with research project, entered data in REDCap, and completed a minimum of two hours per week.

Youth with Problematic Sexual Behaviors (YPSB) Lab

Supervisor: April 2017 – Present

Research Assistant: May 2016 – March 2017

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Jane Silovsky, Ph.D., and Erin K. Taylor, Ph.D.

Description: The purpose of this research program is to improve our understanding of sexual behavior of preschool and school-age children. We provide Problematic Sexual Behavior - Cognitive-Behavioral Therapy (PSB-CBT) for preschool and school-age children. The program is designed to reduce problematic sexual behavior in children and teach caregivers how to manage sexual and disruptive

behaviors exhibited by children. Research has examined typology, etiology, risk and protective factors, and treatment outcome.

Responsibilities: Organized, entered, and reviewed preschool and school-age data from the cognitive-behavioral therapy groups in an Access database, created identification numbers for new clients and their caregivers, led and attended monthly lab research meetings with faculty, staff, postdoctoral fellows, and other research assistants, attended monthly departmental meetings focused on assisting research assistants, recruited new lab members, trained and managed lab members, organized files, reviewed new files for valid consent forms, archived files, pulled files for clinicians, cleaned data in the preschool and school-age Access databases. Completed a minimum of six hours in the lab per week.

Child Trauma Services Program (CTSP) Lab

Research Assistant

May 2016 - May 2017

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Saba Shahid, Psy.D., and Natalie Gallo, M.Ed., LPC

Description: The Child Trauma Services Program research projects focus on the clinical implementation and professional dissemination of Trauma-Focused Cognitive-Behavioral Therapy (TF-CBT), an evidence-based treatment for trauma-impacted children and adolescents and their caregivers.

Responsibilities: Entered and reviewed research data in REDCap, an Access database, and Electronic Medical Record (EMR), conducted a systematic literature review related to barriers and treatment completion for trauma-focused cognitive-behavioral therapy, attended bi-weekly lab research meetings with faculty, staff, postdoctoral fellows, and other research assistants, attended monthly departmental meetings focused on assisting research assistants, continuously updated the OUHSC TF-CBT website, trained new research assistants, and completed five hours in the lab each week.

Teacher-Child Interaction Training (TCIT) Lab

Research Assistant

February 2016 - May 2016

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisor: Christopher Campbell, Ph.D.

Description: The Teacher-Child Interaction Training Preschool Program (TCIT-PRE) is an adaptation of the empirically supported Parent-Child Interaction Therapy. It is designed to improve social, emotional, and behavioral competence in preschool children as well as increase efficacy and satisfaction for their preschool teachers at Head Start facilities.

Responsibilities: Organized, entered, reviewed, scanned, and destroyed data coded during classroom observations that had been properly saved in REDCap, attended bi-weekly meetings with Dr. Campbell and other research assistants, attended monthly departmental meetings focused on assisting research assistants, and completed six hours in the lab each week.

CLINICAL EXPERIENCE

Seminar in Parent-Child Interaction Therapy (PCIT)

Post-Baccalaureate Clinician's Assistant

August 2018 - Present

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Beverly Funderburk, Ph.D., and Elizabeth Bard, Ph.D.

Description: This seminar begins with foundational and advanced didactic training in PCIT. After the didactic series, students jointly see a case (i.e., a family from the community) from beginning to end under supervision of a certified PCIT trainer.

Responsibilities: Assisted with intake interviews, prepared observation room for sessions, assisted with coaching of skills (e.g., praise, reflections, behavior descriptions, effective commands) under supervision of a licensed psychologist, completed session notes in EMR, administered and scored measures, completed electronic and paper billing procedure, and live coded parent-child interactions pre-treatment, during sessions, and post treatment.

Mighty Mouth Kids Camp for Selective Mutism

Camp Counselor

July 2018

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Paul Shawler, Ph.D., and Beverly Funderburk, Ph.D.

Description: The Mighty Mouth Kids (MMK) program is an intensive immersion treatment for children ages 4 through 12 who have Selective Mutism. Children and families are taught skills to overcome anxiety and improve the child's ability to speak up in numerous social situations such as the classroom, doctor's office, and restaurants.

Responsibilities: Attended pre-camp didactic training to learn more about selective mutism and effective therapy skills, practiced using Child Directed Interaction (CDI) and Verbal Directed Interaction (VDI) skills during roleplay activities, worked with children during lead-in sessions using CDI to build trust and reduce anxiety before gradually incorporating VDI skills to provide effective prompts for the child to begin talking, continued using CDI and VDI skills during camp in one-on-one situations and group activities, attended briefings and debriefings each day of camp, completed daily progress notes to update parents about each child's successes and struggles during the day, and assisted in set up and clean up.

Problematic Sexual Behaviors - Cognitive-Behavioral Therapy Preschool Group

Post-Baccalaureate Clinician's Assistant

August 2017

University of Oklahoma Health Sciences Center, Department of Pediatrics

Supervisors: Jane Silovsky, Ph.D., and Erin Taylor, Ph.D.

Description: The Problematic Sexual Behaviors - Cognitive-Behavioral Therapy Preschool (PSB-CBT-P) group is a 13-session, outpatient, cognitive-behavioral, parallel group intervention for preschool-aged children with problematic sexual behaviors and their caregivers and siblings.

Responsibilities: Acted as a backup clinician's assistant during a psychoeducational group program for preschool children with problematic sexual behaviors, assisted graduate level clinicians with manualized treatment for preschoolers, prepared session materials, reviewed session outlines prior to meetings, helped maintain organization throughout sessions, set up rooms with necessary materials, and facilitated treatment under supervision of licensed psychologists, including aspects of abuse prevention skills, feeling identification, and other areas. This required three hours per week when needed.

Problematic Sexual Behaviors - Cognitive-Behavioral Therapy Siblings Group

Post-Baccalaureate Clinician's Assistant

December 2016 - March 2017

University of Oklahoma Health Sciences Center, Department of Pediatrics
Supervisor: Jane Silovsky, Ph.D.

Description: The Problematic Sexual Behaviors - Cognitive-Behavioral Therapy Preschool (PSB-CBT-P) group is a 13-session, outpatient, cognitive-behavioral, parallel group intervention for preschool-aged children with problematic sexual behaviors and their caregivers and siblings.

Responsibilities: Acted as group leader during the psychoeducational group program for siblings of children with problematic sexual behaviors, assisted graduate level clinicians with manualized treatment for preschoolers, prepared session materials, reviewed session outlines prior to meetings, helped maintain organization throughout sessions, set up rooms with necessary materials, and facilitated treatment under supervision of licensed psychologists, including aspects of abuse prevention skills, feeling identification, and other areas. This required at least three hours per week.

Parenting Partnership Board

Children's Group Facilitator
December 2016 – September 2018
University of Oklahoma Health Sciences Center, Department of Pediatrics
Supervisor: Jane Silovsky, Ph.D.

Description: The Parenting Partnership Board is a monthly panel of caregivers who have graduated from home-based parenting programs. The board discusses the best ways to serve the families involved in various projects at the Center of Child Abuse and Neglect and the Child Study Center.

Responsibilities: Attended meetings once per month, prepared designated rooms with necessary materials, provided childcare, and led psycho-education programs for the children. This required roughly two to three hours per month.

Capstone Practicum

Intern
August 2014 - December 2014
Crossroads Youth & Family Services Emergency Shelter
Supervisors: Dr. Harry Wright, Ph.D., and Kayla Woodbury

Description: Crossroads Youth & Family Services Emergency Shelter is a short-term housing facility for infants, children, and adolescents who have been displaced from their homes or former living facilities.

Responsibilities: Supervised children and adolescents who lacked a parental figure while they were separated from their previous homes and families, listened to the situations each child was going through and consoled them, learned the details and structure of a psychological facility, and analyzed the facility's intervention model. This position required six hours per week for sixteen weeks.

CLINICAL OBSERVATION

A Better Chance (ABC) Clinic/Parent-Child Interaction Therapy (PCIT)

Practicum Student
July 2017
University of Oklahoma Health Sciences Center, Department of Pediatrics
Supervisors: Elizabeth Bard, Ph.D., and Carisa Wilsie, Ph.D.

Description: A Better Chance (ABC) is a program for infants and children who were exposed to drugs and/or alcohol prenatally as well as those who have been impacted by parental substance abuse. These young children are considered high risk for difficulties in their development. Behavior problems are often present. Parent-Child Interaction Therapy (PCIT) is an empirically-supported treatment for conduct-disordered youth that places emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. Parents are taught specific skills to establish a nurturing and secure relationship with their child while increasing their child's prosocial behavior and decreasing negative behavior.

Responsibilities: Observed clinicians from the ABC Clinic as they conducted a battery of psychological assessments on children who had developmental and behavioral problems as well as observed and scored measures during a full session of PCIT conducted by a practicum student and her mentor.

MANUSCRIPTS

In Preparation:

1. Taylor, E., Junghans, A., Jaquez, S., **Perkins, A.**, Campbell, C., & Silovsky, J. *Sex differences in problematic sexual behavior for school-age children.*

RESEARCH PRESENTATIONS

1. Moore, C., Salem, H., **Perkins, A. G.**, Richey, L., & Munday, P. (2019, April). *Exploring the relationship between ineffective parenting and problematic sexual behavior.* Poster submitted to the Southwestern Psychological Association Annual Convention, Albuquerque, NM.
2. **Perkins, A. G.**, Salem, H., Richey, L., & Taylor, E. K. (2018, November). *Reduced levels of social skill related to aggression and conduct problems in youth with problematic sexual behaviors.* Poster presented at the 52nd Annual Convention of the Association for Behavioral and Cognitive Therapies, Washington, D.C.
3. **Perkins, A. G.**, Flaming, N., Holleyman, L., Taylor, E. K., & Silovsky, J. F. (2017, November). *Adaptability difficulties related to withdrawal and attention problems in children with problematic sexual behaviors.* Poster presented at the 51st Annual Convention of the Association for Behavioral and Cognitive Therapies, San Diego, CA.
4. **Perkins, A. G.**, Gallo, N. E., Morris, C., & Shahid, S. (2017, November). *Caregiver-child PTSD symptom agreement over time: Impacts of a psychoeducational feedback session.* Poster presented at the 51st Annual Convention of the Association for Behavioral and Cognitive Therapies, San Diego, CA.
5. **Perkins, A. G.**, Flaming, N., Holleyman, L., Goff, M., & Silovsky, J. F. (2017, May). *Functional communication difficulties related to hyperactivity and conduct problems in children with problematic sexual behaviors.* Poster presented at the 29th Annual Convention of the Association for Psychological Science, Boston, MA.
6. **Perkins, A. G.**, Luke, L. V., Gallo, N. E., Shahid, S., & Risch, E. C. (2017, April). *Influence of trauma type on severity of PTSD exhibited by children.* Poster presented at the 97th Annual Convention of the Western Psychological Association, Sacramento, CA.
7. Flaming, N., **Perkins, A. G.**, Holleyman, L., Cason, S. M., & Silovsky, J. F. (2017, April). *Resilience of school-aged children with problematic sexual behaviors predicts functionality within the caregiver-child relationship.* Poster presented at the 24th Annual Oklahoma Child Abuse and Neglect Conference, Norman, OK.

8. Gallo, N. E., **Perkins, A. G.**, Luke, L. V., & Shahid, S. (2017, April). *Caregiver-child symptom agreement on DSM-5 PTSD severity and clusters: Influence of trauma type*. Poster presented at the 24th Annual Oklahoma Child Abuse and Neglect Conference, Norman, OK.
9. **Perkins, A. G.**, Luke, L. V., Gallo, N. E., Shahid, S., & Risch, E. C. (2017, April). *Influence of trauma type on severity of PTSD exhibited by children*. Poster presented at the 24th Annual Oklahoma Child Abuse and Neglect Conference, Norman, OK.
10. **Perkins, A. G.**, Flaming, N., Taylor, E. K., & Silovsky, J. F. (2017, April). *Caregiver-child agreement for internalizing and externalizing behaviors in children with problematic sexual behaviors*. Poster presented at the Oklahoma Psychological Society Annual Conference, Edmond, OK.
11. **Perkins, A. G.**, Pyle, J. M., Cason, S. M., & Silovsky, J. F. (2017, March). *Impact of family violence on problematic sexual behaviors in school-age children*. Poster presented at the Southwestern Psychological Association Annual Convention, San Antonio, TX.
12. **Perkins, A. G.**, Cason, S. M., Flaming, N., Holleyman, L., & Silovsky, J. F. (2017, March). *Looking and showing: Impact of gender and age on types of child problematic sexual behaviors*. Poster presented at the Annual Great Plains Students' Psychology Conference, Hays, KS.
13. Flaming, N., **Perkins, A. G.**, Holleyman, L., Cason, S. M., & Silovsky, J. F. (2017, March). *Resilience of school-aged children with problematic sexual behaviors predicts functionality within the caregiver-child relationship*. Poster presented at the Annual Great Plains Students' Psychology Conference, Hays, KS.
14. Pyle, J. M., Slemaker, A., **Perkins, A. G.**, Holleyman, L., & Silovsky, J. F. (2016, October). *The effects of childhood abuse on delinquent behaviors in adolescents*. Poster presented at the 70th Annual Convention of the Oklahoma Psychological Association, Shawnee, OK.
15. Slemaker, A., **Perkins, A. G.**, Mayo, R. L., Flaming, N., & Silovsky, J. F. (2016, October). *Regional differences in school safety and violence in elementary schools*. Poster presented at the 50th Annual Convention of the Association for Behavioral and Cognitive Therapies, New York City, NY.

HONORS AND AWARDS

2017	Mark J. Chaffin Poster Presentation Research Award, Oklahoma Child Abuse and Neglect Conference
2017	1 st Place Poster Presentation, Great Plains Students' Psychology Convention
2017	2 nd Place Poster Presentation, Great Plains Students' Psychology Convention
2016	2 nd Place Poster Presentation, Association for Behavioral and Cognitive Therapies, Child and School-Related Issues Special Interest Group
2011 - 2015	College of Arts and Sciences Dean's Honor Roll, University of Oklahoma
2014	Psi Chi National Honor Society Initiate, University of Oklahoma
2013	President's Honor Roll, University of Oklahoma
2013	National Society of Collegiate Scholars Honor Society Initiate, University of Oklahoma
2012	Alpha Lambda Delta Honor Society Initiate, University of Oklahoma
2011 - 2012	University of Oklahoma Scholar

PROFESSIONAL AFFILIATIONS

2018 - present	Forensic and Externalizing Behaviors Special Interest Group
2017 - present	Association for Behavioral and Cognitive Therapies Member
2017 - present	Oklahoma Psychological Society Member
2017 - present	Great Plains Students' Psychology Member

2017 - present	Association for Psychological Science Member
2016 - present	Southwestern Psychological Association Member
2014 - present	Psi Chi, University of Oklahoma Chapter
2013 - present	National Society for Collegiate Scholars, University of Oklahoma Chapter
2012 - present	Alpha Lambda Delta, University of Oklahoma Chapter

PROFESSIONAL TRAININGS AND CERTIFICATIONS

Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO) Training

October 2018

Trainers: David Bard, Ph.D., and Jae Swainston, M.S.

This training focused on how to accurately code parent-child interaction videos gathered in the homes of at-risk families using the PICCOLO coding system. The coding system features 29 observable developmentally supportive parenting behaviors in four domains (affection, responsiveness, encouragement, and teaching). It is a positive, practical, versatile, culturally sensitive, valid, and reliable tool for practitioners that shows what parents can do to support their children's development.

Electronic Medical Records Training

September 2018

Trainer: Rachel Minatee, MBA, RHIA

This training highlighted the most important aspects of the comprehensive GE Centricity EMR manual. Trainees were informed about logging into and out of the system, connecting to the application while on campus and from a remote location, starting an encounter update, working with flags and care alerts, creating and updating phone notes, entering appropriate documentation, and adding and editing current and short-term diagnoses.

Qualitative Research: Individual Interviewing and Data Analysis

May 2018

Trainer: Lana O. Beasley, Ph.D.

This training provided information about the types of qualitative research, skills and qualities of a good interviewer, variations in qualitative interviewing, strengths and weaknesses to each variation of interview, types of interview questions, logistical aspects of interviews, types of qualitative analysis, and how to properly analyze qualitative data.

Child-Adult Relationship Enhancement (CARE) Training

March 2018

Trainer: Vicki Cook, M.Ed., LPC

This training provided a set of skills for relating and building relationships. The CARE model is a trauma-informed modification of Parent-Child Interaction Therapy (PCIT), designed to be used by non-clinical staff. Through CARE, the child-adult relationship can be enhanced in any setting and with a multitude of populations.

SafeCare+ Training

June 2017

Trainers: Bonnie Daniels, B.A., & Kelly King, B.A.

This 3 day training offered information about the Parent-Child Interaction, Parent-Infant Interaction, and Managing Child Behavior portions of the SafeCare+ curriculum. Trainees participated in interactive exercises throughout each portion to hone skills utilized by home visitors. Trainees were also given protocol booklets to follow when meeting with families as a program provider.

Depression and Suicide Training

March 2017, March 2018

Trainer: Lana O. Beasley, Ph.D.

This training offered information about the effects of adverse childhood experiences (ACES) and protective factors as well as the various types of depression, the severity of postpartum depression and postpartum psychosis, depression symptoms, and how to create safety plans with suicidal clients or patients.

Problematic Sexual Behavior Didactic Training

August 2016

Trainers: Paul Shawler, Ph.D., Jimmy Widdifield, LPC, Elizabeth Bard, Ph.D., & Shel Millington, LPC

This 2 day training offered opportunities to increase skills in working in group therapy as well as with children, adolescents, and families, develop an understanding of the needs of children and adolescents with problematic sexual behavior, conduct a behavioral therapy group with preschoolers, grade school children, or adolescents, conduct cognitive behavioral groups for caregivers, and conduct intake evaluations of the children.

PROFESSIONAL SERVICE

Psychology Club

Public Relations Officer

August 2014 - May 2015

Responsibilities: Recruited new members, attended bi-weekly executive officer meetings, created and distributed promotional materials for bi-weekly meetings and special events through social media and flyers, sent reminder emails to members about meetings and events, participated in setting up and cleaning up rooms for meetings and events, assisted members who had questions, and trained the next public relations officer on the tasks they would complete during the next academic year.

OU Cousins

Advisory Board Member

August 2014 - May 2015

Responsibilities: Attended bi-weekly meetings throughout the school year to plan and present various programs, including a matching party to join international and American students as “cousins,” a traditional Thanksgiving dinner, and ranch visit, as well as provide insight on the program and how to improve it for future members of the organization. The board consisted of international and American students who were former Cousins or had an interest in creating a welcoming environment for people to appreciate different cultures.

Arab Student Association

Public Relations Chair

August 2013 - December 2013

Responsibilities: Recruited new members, attended monthly executive officer meetings, created and distributed promotional materials for special events and fundraisers through social media and flyers, sent reminder emails to members about meetings and events, and participated in setting up and cleaning up rooms for special events.

WORK EXPERIENCE

Mailroom Clerk

November 2015 - March 2017

Hewlett-Packard Enterprise Services

Supervisors: Michelle Mitchell, Reginald Givens, & Marvin Dale

Responsibilities: Reviewed, sorted, patched, and scanned claims for Soonercare, Medicare, Medicaid, and a variety of other insurance companies, created and implemented training materials for new employees, provided interdepartmental services, and assisted co-workers with completing courier routes, making phone calls to providers, returning incorrect documentation to providers, and reviewing prior authorizations.

Virtual Library Assistant

October 2012 - July 2015

Pioneer Library System

Supervisor: Adriana Edwards-Johnson, M. S.

Responsibilities: Accepted reviews from library patrons, wrote and edited articles for the library website, created and distributed promotional material, created a training manual for new employees, maintained the website server, helped maintain the ease and success of various library programs and events, and assisted library patrons with technology issues.

REFERENCES

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Beverly Funderburk, Ph.D.

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