

Jessica B. Duke

University Teaching Assistant

Contact

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Education

Old Dominion University,
Norfolk, VA 23508
Bachelor of Science
Major: Psychology
Minor: Health and Wellness
GPA: 3.1
Dean's List 2019
Deans Perfect Scholar 2019
Student Member:
National Society of Leadership and Success
(2018) and
LeADERS Program (2020)

Key Skills

Marketing
Project Management
Social Media
Planning, Organization, and Prioritization of
work tasks
Microsoft Office Proficiency
Creative Problem Solving
Critical Thinking
Reading/Writing Comprehension
Verbal and Electronic Communication
Time Management
Obtain and process information
Review of research literature to remain current

Objective

Currently I am in the process of pursuing a master's degree in industrial/Organizational Psychology. Upon graduation I will be moving forward for my PHD in Industrial/Organizational Psychology. My professional experience includes sales and marketing, office management, customer service/hospitality, behavioral management with special needs children, and assisting in the classroom as an Undergraduate Teaching Assistant for Old Dominion University.

Experience

Undergraduate Teaching Assistant • Old Dominion University

January 2020-May 2020

Management of student, their in-class work, class engagement, and weekly assignments. Creation of teaching artifacts such as PowerPoints, study guides, worksheets, and other learning tools. Review of course and relative literature to be able to interpret the meaning of information to others during written or oral reviews. Review and provide feedback of written reports and class assignments. Planned, organized, and coordinated course content review sessions. Professionally address student concerns and professor emails about course content and other related information. Designed a lesson plan and lead an interactive lecture.

Board Certified Autism Technician • Behavioral Therapist • Center for Autism and Related Disorders

January 2019-November 2019

Specialize in administering ABA strategies to help improve client's social communication, relationship and behavioral skills. In charge of collecting data via electronic sources regarding Discrete Trial Training and Natural Environment Training. Professionally handle problem behaviors if they arise and exhibit patience with clients while also gathering and relaying important information to and from client's parents. Coordinate and work diligently with other therapists and BCBA's to best determine courses of intervention.

Certification

Board Certified Autism Technician (BCAT)

Marketing Lead • Securis

January 2016-August 2016

Researched target companies and their decision makers. Communicated value of company services to local IT department directors and technicians. Listened to IT contact requirements and concerns in order to recommend service solutions. Reviewed gathered verbal information with the company team. Marketed team events for the local area.

Relative Classes

Abnormal Psychology, Human Cognition, Lifespan Development, Social Psychology, Child Psychology, Health Psychology, Industrial Organizational Psychology, Psychology of the Exceptional Child, Quantitative Methods, Human Services, Research Methods, Statistics, Entrepreneurship Psychology, Approach to Suicide Prevention, Introduction to Providing Art Therapy, Theories of Personality, Physiological Psychology, Bioethics