**Jessica B. Duke**

Teaching Assistant

**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 work experience includes sales and marketing, office management, customer service/hospitality, behavioral work 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

January2020-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.

*Certificate*

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

**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)

**Student Member:** 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