

Full-time Job Resume

JAYLYNNE HOWARD

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- OBJECTIVE** Work with children in a clinical environment
- EDUCATION** B. A. degree, Psychology, May, 2003
Humboldt State University, Arcata, CA
- EXPERIENCE W/
CHILDREN**
- BEHAVIORAL RESPITE WORKER** 1/01-5/03
Child Council of Humboldt Eureka, CA
Cared and developed activities for a child with autism. Facilitated social skills at his school.
- CHILD DEVELOPMENT LAB STUDENT TEACHER** 1/01-5/01
Humboldt State University Arcata, CA
Developed activities and case studies for preschool children and practiced observation methods.
- CHILD MONITOR/EQUIPMENT REPRESENTATIVE** 7/01-8/02
Jolly Jumps Arcata, CA
Monitored children's games inside inflatable jumps at festivals, picnics, and birthday parties.
Delivered and set up equipment.
- COUNSELING**
- ORIENTATION PROGRAM COUNSELOR** 1998-2002
Humboldt State University Arcata, CA
Taught groups of 15 to 35 new students about academic regulations, degree requirements and student life. Led campus tours for up to 25 students and families, facilitated games, mentored new orientation counselors. Attended the 1999 National Orientation Directors conference.
- PEER FACILITATOR** 8/99-12/99
Humboldt State University Seminar Arcata, CA
Counseled a group of 10 freshmen, facilitated discussions about workload, money and time management, student programs and services, read and responded to weekly journal writings.
- RESEARCH &
TEACHING**
- THESIS RESEARCHER/WRITER** 9/02-5/03
Humboldt State University Child Research Group Arcata, CA
Wrote honors thesis on eating disorders in children and anxiety in adulthood. Presented thesis at the Western Psychological Association conference in May, 2003.
- TEACHER'S ASSISTANT** 8/02-12/01
Humboldt State University Psychology Department Arcata, CA
Graded papers and tests, lead class in teacher's absence, developed assignments, extra and group activities for academic course on human sexuality. Held office hours for drop in help.
- ADMINISTRATIVE
EXPERIENCE**
- OFFICE CLERK** 9/98-present
Crescent Education Office Crescent, CA
Supervised high school students job shadowing at hospital. Administered follow-up surveys to children in transition programs. Entered data at 51 wpm using Microsoft Word and Excel, answered phones, inventoried supplies, shipped packages, copied, filed, operated ten key.

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REFERENCES

Dr. George Clay
Professor
Psychology Department
Humboldt State University
I Harpst Street
Arcata, CA 95512
707.246.8898

Martha Selles
Respite Program Director
Child Council of Humboldt
2259 Myrtle Avenue
Eureka, CA 95501
707.498.5555

Suzanna Summers
Owner
Happy Jumps
2222 Conner Street
Arcata, CA 95521
707.858.6333