

Katherine M. Umberson

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Objective: To attain a job that will help me gain experience in the field of psychology

Education: Georgia Institute of Technology, Atlanta, GA 8/2006 – Present
Major: Psychology

North Hall High School, Gainesville, GA 8/2002 – 5/2006
GPA – 3.9

Skills: **Computer-** Proficient in MS Office Software, specifically Word, Excel, and PowerPoint. Also capable in analytical software such as SPSS. I am comfortable on a computer and able to learn new concepts quickly. I'm also very comfortable working in an office setting, doing filing, answering phones, etc.

Other- I've worked with children for 6-7 years in personal and professional settings and am very comfortable in most situations with them.

Employment: **Georgia Tech Adult Development Lab** 3/2008 – Present
Currently working as an undergraduate research assistant; I'm responsible for running studies with duties such as: data entry, recruitment of potential subjects, testing participants, and creating stimuli for experiments.

KidsQuest Daycare Center 5/2007 – 8/2007
Worked as a pre-K teacher for approx. eighteen 5 year-olds. Provided them with all needs during the day, as well as authorized to give transportation for the children on some field-trips.

ZF Industries 5/2006 – 8/2006
eBay representative for the company. Responsible for determining obsolete parts used on an assembly line and then selling those parts on eBay at profit for the company. Entrusted with company credit card information, access to private financial account information, etc.

Nanny 5/2005 – 8/2006
In charge of 3 children; given full-charge of the children's care for 7 hours a day, 5 days a week. Authorized to drive them to and from various activities, as well as provide them with any unexpected but necessary care.

Activities: **Alpha Chi Omega Sorority** Fall 2006 – Present
Asst. VP Education

Techwood Tutorial Project Spring 2006 – Present
Tutor various elementary school-aged children for at least 1 hour every week.

Georgia Tech Career Fair Team Fall 2006 – Present
Recruiter Relations (2006-2007) – In charge of returning all phone calls, emails, and general questions from employers attending the Career Fair.
Secretary (2007-2008) -