



Shelia K. Hameen

OBJECTIVE:

To obtain a position that would allow me to use the skills and experience I have obtained to help further others' lives, whether educationally, emotionally, socially, spiritually, or holistically. It is my objective to obtain a position that is aligned with my core values; one that allows and demands honesty, proficiency, and respect.

EXPERIENCE:

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| 04/2016-5/2016 | The Chimes | Baltimore, MD |
| Psychology Associate | | |
| <ul style="list-style-type: none">Works under a supervising psychologist to create behavior plans for intellectually challenged individuals. Provides the Psychology Team with support in delivering a professional and highly specialized service to the individuals served. | | |
| 08/2015-4/2016 | SNI Companies | Rockville, MD |
| Temporary Worker | | |
| <ul style="list-style-type: none">Manages the reception area, greets patients/clients, answers telephonic inquiries, schedules new and existing patients for upcoming appointments, assists with incoming and outgoing mail distribution, and provides administrative support as necessary. | | |
| 01/02/2015-07/2015 | Shata Benefits Group | Columbia, MD |
| Administrative Assistant | | |
| <ul style="list-style-type: none">Provided office services to the administrator as well as the office staff. Ensured that the office was physically appealing, and well stocked with copies of applications the agents need to be successful. Acted as a liaison between the administrator and the agents. Was responsible for recruiting potential employees. | | |
| 08/2014-12/2014 | Eddies of Roland Park | Baltimore, MD |
| Clerk | | |
| <ul style="list-style-type: none">Provided excellent customer service to patrons. Greets customers in a cordially manner as they approach my register. Receives payment by cash, check, credit cards, gift vouchers, or automatic debits. Issues receipts, refunds, or change due to customers. | | |
| 10/30/2012-1/2014 | The SPARKS Group | Washington, DC |
| ABA Therapist | | |
| <ul style="list-style-type: none">Used behavioral therapy to reinforce positive behaviors with children diagnosed as having pervasive developmental disorders. Took daily progress notes on clients to monitor completion of goals per their individual plans. | | |

- 12/2011-12/2011 National Harbor Washington, DC
Resident
- Academic residency that aided me in advancing my writing, researching, and critical thinking skills through face to face interactions with peers and faculty members.
- 8/2010-8/2011 PSI Family Services Washington, DC
Counseling Intern
- Provided individual and psychoeducational group counseling to clients under direct supervision of co-facilitators. Kept confidential progress notes of sessions.
- 6/04/2007-5/6/2011 Forbush At Edgar Allen Poe Suitland, MD
Special Education Teacher
- Developed/reinforced student's skills in academic, social, and behavioral areas through the use of appropriate educational materials and techniques. Wrote Individualized Educational Plans for students and implemented them. Kept track of students' progress with detailed reports and behavioral data.
- 3/27/2006-05/2007 Dancil-Jones & Associates Rockville, MD
Scan Technician/QA Operator
- Prepped, numbered, indexed, and scanned documents into imaging system. Was also responsible for fixing prepping, indexing, and scanning errors made by other scan operators.
- 5/2002-5/2004 Accu Staffing Services Woodbury, NJ
Cashier
- Was responsible for organizing bookstore, assisting customers, and register checkout. Assisted customers with finding and checking out books.
- 10/2000-1/2001 Arby's Restaurant Glassboro, NJ
Cashier
- Operated front cash register, completed orders, maintained cleanliness and organization in my work environment. Focused on providing excellent customer service to consumers.

COMPETENCIES

- Customer Service (advanced)
- Intermediate SPSS (four months)
- Intermediate NVivo 10 (seven months)
- APA Writing skills (Proficient)
- IRB Proposal (Master Level/Grade B)
- Journal Critiquing (Master Level; advanced)
- MS Office Word (Proficient)
- MS Office Excel (working knowledge)
- MS Office PowerPoint (Proficient)
- MS Office Outlook (Working knowledge)
- MS Office Publisher (Proficient)
- Can Type 50 WPM
- Can copy, scan, email, and fax.

EDUCATION:

6/2013-Present General Psychology Research Tract (4.0 GPA) ▪ PhD	Walden University	Baltimore, MD
9/2011-8/2012 Clinical Psychology ▪ PsyD (did not complete)	Argosy University	Arlington, VA
9/2008-8/2011 Community Counseling (3.75 GPA) ▪ Master of Arts	Trinity University	Washington, DC
9/2005-4/21/2007 Psychology ▪ Bachelor of Arts	Argosy University	Arlington, VA
9/1997-6/2001 ▪ Diploma	Glassboro High School	Glassboro, NJ

VOLUNTEER WORK:

6/2013-Present Mentor ▪ Spend time with my “little” in order to provide her with a reliably, caring support system.	Big Brothers Big Sisters	Baltimore, MD
01/2014-Present Actress ▪ Perform (sing/act) as various characters during the play season.	Arena Players Theater	Baltimore, MD