

Clarissa Marron

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EDUCATION

University of Nebraska-Lincoln

Lincoln, NE

Bachelor of Arts

May 2023

Major: Psychology

GPA: 3.74/4.000

Minors: Educational Psychology, Child Youth and Family Studies

HONORS & AWARDS

Ruth Leverton Scholar, University of Nebraska- Lincoln, August 2019 - May 2023

Dean's List, University of Nebraska- Lincoln, January 2019- May 2023

National Honor Society, (January 2020- February 2021)

SKILLS/CERTIFICATIONS

- Proficient in microsoft office tools; Microsoft Word, Excel, Powerpoint
 - Statistical software: SPSS
 - Intermediate written and verbal Spanish fluency
 - BACB Certified Registered Behavior Technician
 - Professionally Trained to give mental health assessments including assessments such as the MMPI
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PROFESSIONAL EXPERIENCE

Administrative Assistant, Lincoln Public Schools/Curriculum Department - Lincoln, NE (July 2023-present)

- Accounted for and ordered all science and math departments' inventory of materials for the entire Lincoln school district for students K-12
- Assembled/designed new organizational systems to document details describing the math and science materials inventory in order to facilitate all communication regarding all math and science material inventory transfers
- Directed and supported numerous executive teams responsible for putting on large events coordinated by LPS and other allied organizations to enhance students' educational learning experiences
- Calculated and reported payroll for math and science staff members' that received additional payments towards enhancing the science and math department curriculum through various training and external activities
- Engaged in monthly team meetings to draw attention to the current flaws in the systems and purpose modifications for improvements regarding science and math centered events

Registered Behavior Therapist, Lovaas Institute - Lincoln, NE (January 2023-July 2023)

- Conducted and coordinated individualized treatment plans through play therapy with children from ages 2 to 8 on the autism spectrum aiming to prepare the child further to be re-integrated into a classroom or school environment
- Regularly practiced brainstorming original ideas and teaching strategies for play therapy sessions relying on my creative skills while incorporating those proposal ideas to decision-makers and prepared to ask for necessary resources
- Responsible for monitoring and summarizing child behaviors in sessions including problem behaviors, changes to the environment, and teaching target progressions to child performance
- Recorded and entered all data compiled throughout the session into a shared platform to reference each client's progress
- Transcribed and summarized data to compose the official report to submit for insurance purposes as well as following with company procedures
- Routinely collaborated with supervisors and other staff members to contribute to weekly revisions of an individual client's progress after evaluation of the previous week's documented data and provide input to modifications of the intervention schedule

Intern, Williamsburg Behavioral Health - Lincoln, NE (August 2022- January 2023)

- Formulated summarized diagnostic reports for Dr. Marti's new clients to assist in record-keeping purposes and ensure proper care for each individual's treatment plan
- Revised and supported distributing diagnostic reports to proper medical facilities, insurance providers, and external parties such as schools or governmental facilities
- Assisted administrative content by filing current client paperwork and adding updated information to client documentation through company portals
- Administered various psychological assessments to help contribute to client diagnosis
- Led a support group for adults on the autism spectrum to help improve social skills and other aspects the group requested to work on

Family Support Worker, Jenda Family Services- Lincoln, NE (January 2022- August 2022)

- Mediated communication between clients and support services to arrange parental visits with children in the foster care system by developing a visitation schedule that accommodates the child, the foster families, the biological parents, the social workers, and my own restrictions
- Responsible for resolving conflicts that arose and demonstrated problematic behaviors during parental visits by promoting and guiding positive parenting skills which would include me asking for parents to restate something that was not displaying positive parenting skills or ending visits if I deemed the conditions present were unsafe or threatening
- Composed detailed documents including assessments of parental visits to ensure compliance with company and government protocol by evaluating visitation environment, child behaviors focusing on parental responses to a situation, as well as health concerns
- Continuously evaluated clients' individual needs and requests to advocate for them to continue to ensure proper treatment and care per each client's case

CHILD RELATED EXPERIENCE

Nanny, Full-time during COVID- Willowbrook, IL (May 2020-August 2020, plus holiday breaks during 2020-2022)

- Supervised children ages three to four and 14 months in daily summer activities in a variety of public and private settings
 - Prepared and provided transportation and meals for children daily
- Composed unique and stimulating daily activity itineraries for all of us to do throughout the day in addition to prioritizing children's individual needs (i.e baby's nap time, meal time, etc.)
- Mediated maladaptive behavioral outbursts and introduced new emotional management techniques to demonstrate expectations for future situations
- Advocated concerns regarding behavioral challenges with the kids to the parents and summarized my responses to behaviors I encountered while requesting more guidance to meet the parents expectations and needs to further enhance the childrens' lives

Lifeguard/Swim Instructor, Burr Ridge Park District Woods Pool- Burr Ridge, IL (May 2016-August 2019)

- Oversaw the safety of all individuals that came onto the district property while promoting safety prevention protocol and regulations
- Guided and collaborated in monthly staff training sessions to ensure emergency safety plan was as efficient as possible
- Trained children from ages two to twelve how to improve their swimming techniques and educated them on water safety
- Invented interactive water based games to assess children's strengths and weaknesses in the water to prioritize improving skills in the water
- Drafted notes and kept record of children's performance throughout sessions to analyze improvements in order to determine whether the child was ready to move up a level or repeat a level depending on their mastery skill base

VOLUNTEER EXPERIENCE

Youth Girls Basketball Coach Assistant, Gower Middle School- Burr Ridge IL (Fall 2016-Winter 2018)

Youth Girls Volleyball Summer Camp Volunteer Coach, Hinsdale South High School- Darien, IL (Summers 2015,2016,2017, 2018)

Guidance Counselor Shadow- 8 hrs, Platte Center Elementary/Lakeview HS- Columbus, NE (Spring 2021)

Volunteer, Nebraska State Fair- Grand Island, NE (Summer 2023)

School Psychology Shadow- 5 hrs, Kooser Elementary- Lincoln, NE (Fall 2023)

LEADERSHIP

UNL Psi Chi Treasurer, (November 2021- May 2022)

- Influenced decisions during executive meetings and planning of events
- Initiated funding collection and ensured the proper usage of funds

Alpha Omicron Pi, Zeta Chapter

Social Chair, (November 2020- November 2021)

- Served as a chaired as a Greek house liaison to Panhellenic houses to promote sorority bonding through social and learning activities on a local scale with the university chapters as well as other national AOII chapters
- Engaged as an event coordinator to provide details for all AOII social chapter events which included details such as finding mutual dates, venues, DJs, providing food and transportation while managing a limited budget to ensure proper AOII, Panhel, and University regulations and expectations were met and followed
- Pioneered position to adapt to new protocols and procedures regarding social events during the COVID-19 pandemic to allow for social events to still be conducted when faced with a time of adversity

INVOLVEMENT

Alpha Omicron Pi Member, (August 2019-May 2023)

UNL Psychology Club Member, (January 2020-May 2023)

UNL Women's Club Volleyball Team Member, (January 2020- August 2021)