

Archerdelaney1@gmail.com  
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Knoxville Tennessee

## Key Skills

- Accountability and initiative
- Attention to detail
- Team collaboration
- Project management
- Time management
- Decision making
- Intermediate Python and R skills
- Google and Microsoft Office proficiency
- Slack communication tools
- iOS and Windows platforms

## Education

*Expected in 05/2026*

**Bachelor Of Arts:**  
Psychology Counseling  
**Maryville College**  
Maryville, TN  
GPA: 3.75

- Dean's List
- Completed online Computer Science courses on Coursera

*05/2023*

**Associate In Arts:**  
Psychology  
**Glendale Community College**  
Los Angeles, CA  
GPA 3.5  
• Graduated Summa Cum Laude

## Certifications

- Intro to Linux Commands and Shell Scripting - IBM
- Getting Started with Git and GitHub - IBM
- Intro to Software Engineering - IBM
- Databases and SQL for Data Science with Python - IBM
- Python Data Structures - University of Michigan

## Languages

**American Sign Language:**  
  
Limited

## LinkedIn

- <https://www.linkedin.com/in/delaneyarcher-b17842280/>

# Delaney Archer

## Objective

My objective is to be an integral part of a successful team. I want to use my skills in psychology to create a positive impact within the workplace.

## Experience

**Freelance - Production Coordinator, 2nd Assistant Director**  
Los Angeles, USA  
10/2021 - Current

- Plan the shoot from start to finish
- Book vendors and crew
- Assist vendors and crew on the day(s) of shooting
- Review talent contracts for key set personnel
- Wrap the shoot, including checking payroll paperwork
- Check in talent and manage talent on set
- Complete talent paperwork
- Provide excellent customer service
- Keep the time of the shoot day
- Provide a production report for the day

**Riverside Coffee Shop - Registered Behavior Technician, Group Leader**  
Knoxville, USA  
12/2023 - 07/2024

- Created an organized schedule for students
- Adapted to multiple ability levels within activities
- Vocalized encouraging and positive affirmations
- Provided help and direction when needed

**First Steps - Behavioral Technician**  
Los Angeles, USA  
07/2023 - 11/2023

- Implemented BCBA program and collect data
- Provided a safe and dignified session to client
- Communicated with family members while maintaining HIPAA compliance

**Orangetheory Fitness - Sales Associate**  
Los Angeles, USA  
06/2021 - 10/2021

- Greeted and checked in guests
- Reached out to leads and booked introduction workout classes
- Sold memberships and merchandise
- Gave tours of the facility