

## Kaylee “Nellie” Nelson

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## Education

### BACHELOR OF ARTS IN PSYCHOLOGY / UNIVERSITY OF ARIZONA / 2014-2019

- Educated in evidenced-based behavior improvement strategies
- Able to help others and express empathy within personal and professional boundaries
- Thematic Minor in Mathematics and Technology

## Work and Leadership Experience

### SOUTHGATE ACADEMY / HIGH SCHOOL MATHEMATICS INSTRUCTOR / 07.2019 – 10.2019

- Teaching Algebra I, Geometry, Algebra II, and Consumer Mathematics to over 100 students
- Maintaining classroom behavior and organization
- Contacting parents and guardians as needed

### UNIVERSITY OF ARIZONA PSYCHOLOGY DEPARTMENT / RESEARCH ASSISTANT / 08.2014 – 05.2018

- Organized large volumes of confidential information by creating filing systems and databases
- Researched and explained complex scientific topics to subjects
- Kept studies on track by coordinating schedules and recruiting subjects
- Referred subjects to appropriate counseling services

### MOCK TRIAL / UNIVERSITY OF ARIZONA / PRESIDENT, MENTOR / 2014-2019

- Presented legal arguments to judges and juries in a competitive setting
- Managed the logistical, financial, and competitive aspects of the program
- Currently instruct competitors as a program Mentor

## Skills

**A Leader and a Team-Player:** I lead teams by clearly communicating goals and promoting positivity. I am a committed and diligent team member. I can work effectively with minimal direction and oversight by taking initiative in problem-solving.

**An Effective Communicator:** I utilize my research and writing skills to present information in a concise and straightforward way.

**Certified and Trustworthy:** I completed CITI confidentiality certification courses and have been issued Arizona DPS Level One fingerprint security clearance. I handle confidential information in a professional manner.

**Proficient with Technology:** Experienced with Office Suite and G Suite, some basic programming experience.