

## CODY SCOLES

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770-630-2578

## QUALIFICATIONS

**ENVIRONMENTAL PROFESSIONAL PROFILE:** Energetic and dedicated emerging professional poised to leverage training in Biology and real world work experience in industrial hygiene to contribute to the successful implementation and management of much-needed hygiene programs.

### AREAS OF EXPERTISE

**\*\* Social Services / Psychology:** Honors graduate with joint major in Psychology and Biology, with proven acumen in project management, statistical (SPSS) survey design and administration, requirements gathering, and psychological profiling.

**\*\* Effective Communication:** Easily communicate both orally and in writing with individuals from diverse socioeconomic, cultural, and ethnic backgrounds. Attentive listening skills employed to instill client trust, compile data, and assess individual needs. Fluent in English and conversational Spanish.

**\*\* Volunteerism:** Excellent track record of volunteerism with organizations such as Habitat for Humanity, Grady Hospital, and Refugee Family Services, demonstrating tact and passion in working with children, adults, and refugees challenged by poverty, illness, and or underrepresentation.

**\*\* Additional Strengths:** Technologically savvy; proficient in Microsoft Word, Excel, Outlook, EDR database, LexisNexis, SPSS, Java, C++, BackOffice, and HTML5 on Windows operating system. Swiftly master and apply new software; able to troubleshoot network systems and create powerful websites to increase organizational visibility and reach.

## SPECIALTIES

Information technology, social services, social work, psychology, biology, non-profit organizations, project management, customer service, advocacy, leadership, team building, community outreach, community service, communications, psychological profiling, applied theory of the mind, SPSS, statistical surveys, website design, marketing, volunteerism, child development, neurobiology, research, project recruitment, project reporting, computer building.

## EXPERIENCE

SES ENVIRONMENTAL, INC., Roswell, Georgia  
-- Environmental Technician / Information Technician, 1/2010 to Present  
Related Skills: Project Management, Environmental Remediation, Communications, Reporting

Meticulously handle environmental site assessment and testing tasks. Mix chemicals on site and utilize sampling kits; complete chains of custody forms and observation sheets. Liaise effectively with construction managers to convey progress of contracted projects and explain procedures. Key Contributions:

- \* Stepped up to assume additional responsibilities as "IT Director" tasked with hardware and software selection for company-wide integration of new information management system.
- \* Recommended use of ZorbX medical grade odor remover for use in fire-affected sites.
- \* Completed special courses in mold remediation.
- \* Recognized by senior management as 2012 "Employee of the Year."

ANNIE'S ITALIAN KITCHEN, Alpharetta, Georgia

-- Assistant Manager, 11/2013 to 8/2014

Related Skills: Customer Service, Team Leadership, Restaurant Management, Guest Service, Process Improvement

Ensured provisions of first-class service to customers of local restaurant. Prepared employee work schedules and timesheets, programmed POS system, and audited employee cash-out reports; trained staff in winning customer service strategies and POS operation. Greeted patrons and served tables; signed for deliveries, processed catering orders and deliveries, and bartended. Key Contribution:

- \* Advanced the reach of marketing efforts by creating new company website using webhosting service software and basic programming skills.

STARBUCKS COFFEE, INC., New York, New York

-- Barista, 7/2011 to 12/2011

Related Skills: Customer Service, Cross-cultural Communication, POS System Administration

Contributed to maintenance of an upbeat service environment by extending cheerful and solicitous assistance to customers. Blended mixed drinks; operated cappuccino machines, blenders, timers, cash register, and a POS system. Key Contribution:

- \* Merited selection as "Starbucks Employee of the Month," July 2011.

EMORY UNIVERSITY, Atlanta, Georgia

-- Student ~ Psychology and Biology, 8/2007 to 5/2011

Related Skills: Research, Project Management, Applied Theory of the Mind, Statistical Surveys, SPSS

Pursued and completed challenging joint major in Psychology and Biology, laying solid groundwork for eventual career in social work and / or education. Significant coursework included: Child Development, Psychology and Law, Abnormal Psychology, Drugs and Behavior, and Neurobiology. Conducted extensive research utilizing online databases; gained understanding of scientific laboratory practices and equipment. Key Contributions:

- \* Embraced opportunities to contribute to community outreach, spending hundreds of hours volunteering for organizations to include Refugee Family Services, Habitat for Humanity, Grady Hospital, and Montclair Elementary School.
- \* Honed knowledge in applied theory of the mind, learning how to correctly interpret human intentions and beliefs.
- \* Utilized SPSS statistical software to design academic / scientific survey correlating the relationship between political affiliation and views on the death penalty.

- \* Developed skills in project participant recruitment, experimental design, and poster presentation,
- \* Hand-selected by faculty to serve as "Biomentor" tasked with leading weekly review sessions and tutoring students in introductory Biology classes.

## EDUCATION

GEORGIA TECH, Atlanta, Georgia  
Graduate Coursework in Information Security

EMORY UNIVERSITY, Atlanta, Georgia  
Bachelor of Arts in Psychology (2011)  
Bachelor of Science in General Biology (2011)  
3.5 GPA; Scored in Top 3% on Graduate Record Examination (GRE) and Top 5% on Medical College Admissions Testing (MCAT)