**ERIN K. DONOVAN**

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| donovaek@lemoyne.edu |

**EDUCATION**

*Le Moyne College*

B.A. Psychology – May 2012

Tau Sigma, National Transfer Honor Society

Psi Chi, International Psychology Honor Society

Dean’s List

*Onondaga County Community College*

Program of Study: Humanities, January 2008 – August 2009

*Hutchings Psychiatric Center* September 2010 – May 2011

Intern Syracuse, NY

Taught residents life skills (i.e. cooking, grooming, social skills)

Involved in daily group discussions and classes

Participated in one on one dialogue

**WORK EXPERIENCE**

*Parkrose Estates Retirement Community* July 2005 – January 2013

Receptionist Liverpool, NY

Responsible for greeting visitors, medical professionals, and new residents, and directing phone calls

Assisted residents with questions and concerns and referred to proper authorities

Arranged and provided building tours for proposed new residents and their families

Quickly responded to emergency situations, including calls to 911

Confirmed dining room attendance at each meal and served residents three meals daily

*Sweetheart Daycare at the YMCA* August 2011 – July 2012

Caregiver Liverpool, NY

Provide care for children ages six weeks to five years old

Arrange and be involved with interaction activities among children and families

Advise parents when children are not acting properly (i.e. aggressive behavior or separated from group)

Provide a safe, pleasant, and welcoming environment for both children and parents

Assist teachers with crafts, playtime, serving snacks, and lunch

*Le Moyne College Office of Financial Aid*  August 2009 – August 2011

Office Administrator Syracuse, NY

Responsible for administrative duties such as answering phones, filing, and advising students and parents

Assisted the Associate Director with specific tasks and projects

Handled confidential financial information and student information folders

**VOLUNTEER**

Ironman Lake Placid- July 2012

Sacred Heart Pre-school – December 2010/2011 and May 2012

Empire State Marathon – October 2011

Ironman Syracuse 70.3 – September 2010 and 2011

***References Available Upon Request***