

# Dianna E. Simmons

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## EDUCATION

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### University of Maryland

*Bachelor of Arts in Psychology & Criminology*

College Park, MD

May 2015

## PROFESSIONAL EXPERIENCE

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### Lovaas Institute

*ABA Instructor*

Los Angeles, CA

August 2016 –

- Learn and provide behavioral treatment using the Lovaas Method of Applied Behavior Analysis
- Assist in the implementation of data collection systems which measure client progress
- Maximize the available expertise (i.e., be receptive to feedback and regularly consult with colleagues and co-workers) and demonstrate acquired expertise in interactions with clients and staff

### City Year Los Angeles

*Americops Member, ELA Coordinator*

Los Angeles, CA

July 2015 - June 2016

- Collaborated with 11 teammates and school partners to plan and implement three whole school events engaging 150+ students and parents in literacy and math.
- Researched and distributed English Language Arts resources for 130 students in third, fourth, and fifth grades
- Facilitated presentations to develop curriculum centered around fluency, comprehension, leveled texts, and grammar

### National Defense University, Information Resources Management College

*Administrative Assistant*

Washington, DC

May 2013 – July 2015

- Served as the liaison of the Office of Student Services between 75+ current graduate school students and 22 faculty and staff of National Defense University
- Organized and updated Excel spreadsheets for 300+ present and past Master students in files and Excel
- Promptly responded to students' requests and resolved student issues

## RELATED COURSEWORK

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### PSYC200: *Statistical Methods in Psychology*

- Studied various methods of analyzing data to draw conclusions about its significance.
- Learned how to run and develop a correlational study and an experiment

## RELEVANT SKILLS and ACTIVITIES

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- *Project Interaction: A Multidisciplinary Research Initiative (MURI) – Research Assistant*  
Conducted a Literature Review, recruited 150 students, implemented revenge and culture study and recorded and analyzed data from about 60 participants
- 70+ wpm typing
- Microsoft Office Suite / Google Drive
- SharePoint and Salesforce