

Emma Hill

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EDUCATION

Simmons University, Boston, MA
Bachelor of Arts in Psychology
GPA: 4.0

December 2022 (anticipated)

Syracuse University, Syracuse, NY
GPA: 4.0

Fall 2018 – Fall 2019

Academic Honors and Awards: Simmons and Syracuse Universities' Dean's List (all semesters), Syracuse University Honors Program (2018 – 2019), Syracuse University Outstanding Freshman Award (2019)

Leadership/Co-Curricular Activities: Syracuse University First-Year Gateway Course Teacher's Assistant (Fall 2019), Syracuse University Recreational Services Employee (Fall 2019)

Relevant Coursework: Probability and Statistics For Liberal Arts I & II, Interviewing and Documentation in Human Services, Foundations of Social Work Research, Research Methods in Psychology

RELEVANT EXPERIENCE

Mass General Hospital Laboratory for Youth Behavior, Boston, MA
Research Intern

Fall 2021 – Present

- Complete duties such as the collection and management of data, creation of study update reports, tracking of participants, participant and partner organization outreach, and more as the current lead clinical research coordinator of an ongoing clinical research study
- Maintain flexibility in taking on and performing a variety of research tasks to support the present needs of the lab, including data management tasks, literature reviews, report-writing, and more
- Manage extensive data entry and survey design using RedCap
- Treat all research participants and research data according to the highest ethical standards
- Attend and participate in biweekly research lab team debriefs, as well as larger company meetings

Harvard University Laboratory for Youth Mental Health, Boston, MA
Research Assistant

Fall 2021 – Present

- Work independently on a day-to-day basis, while maintaining weekly communication with supervisor to ask questions, gain feedback, and ensure standards of work are being met
- Engage comfortably and competently with very large data sets
- Perform a variety of data cleaning and management tasks in Microsoft Excel
- Utilize extreme attention to detail to identify and fix small errors and discrepancies in data

Boys and Girls Club of Greater Lowell, Lowell, MA

August – December 2020

Youth Development Professional, Education & Enrichment Department Lead

- Developed and taught lesson plans and activities with clearly targeted and defined outcomes and goals that promote STEM learning and development of life skills
- Provided a safe and positive environment for youth to grow through modeling good character, incorporation of SEL learning, promotion of diversity, and enforcement of inclusion and tolerance
- Adapted plans and structure of programs constantly to meet the emotional and psychological needs of youth, and adjust roles taken on to meet the impact of the pandemic on education and well-being
- Utilized strong interpersonal skills in order to build rapport with all youth

Syracuse University, Syracuse, NY
Peer Advisor, Falk College Advising

Spring 2019 – Fall 2019

- Counseled assigned first-year students through provision of resources, advising on academics, general college experience, and university information, and role as point-of-contact

Syracuse University, Syracuse, NY
Admissions Ambassador, Falk College Admissions

Spring 2019 – Fall 2019

- Collaborated with staff in leading tours, presentations, and question forums
- Modeled professional conduct, personable demeanor, and use of concise communication as a representative of my college and university

ADDITIONAL EXPERIENCE

Bagels Plus, Acton, MA
Food Service Employee

August 2020 – present

- Delegate and direct fellow employees during rushes to de-escalate chaos and provide timely and quality service to customers

Novick & Meyers Attorneys and Counselors At Law, Chelmsford, MA
Family Law Attorney Intern

Summer 2019

- Assisted with the proof-reading and typing of various law documents
- Organized and filed extensive amounts of paperwork and records
- Participated in official meetings with clients with a professional and respectful demeanor

Big Brothers Big Sisters, Syracuse, MA
Volunteer

Fall 2018 – Spring 2019

- Mentored and supervised a group of elementary students weekly through engagement in planned activities and games that built creativity, teamwork, and self-esteem

Skills:

- Languages: Limited working French (3 years high school) and Spanish (2 semesters college)
- Certifications: CITI Training for Human Research, NIH OHRP Human Research Protection Trainings