

May Halfon

INDUSTRIAL-ORGANIZATIONAL PRACTITIONER

Baltimore, MD | 352.709.6454 | mayhalfon05@gmail.com

Education

The University of Baltimore, Baltimore, MD

Master of Science, Industrial and Organizational Psychology

December 2024

Major: Industrial and Organizational Psychology

Certificate: Global Industrial and Organizational Psychology

GPA: 3.950

University of Florida, Gainesville, FL

Bachelor of Science, Psychology

December 2022

Major: Psychology

Certificate: Artificial Intelligence Fundamentals and Applications

Experience

Research Analyst | Schaefer Center for Public Policy

January 2025 – March 2025

University of Baltimore, Baltimore, MD

- Migrated NextGen intern program data from Excel and paper records to Airtable, improving accessibility and efficiency.
- Developed streamlined workflows and user-friendly Airtable interfaces to enhance data management.
- Collaborated with stakeholders to customize processes and optimize program operations.
- Implemented a centralized system, reducing reliance on manual data entry and multiple spreadsheets.

Graduate Fellow | Schaefer Center for Public Policy

January 2023 – December 2024

University of Baltimore, Baltimore, MD

- Automated processes in Excel that significantly reduced manual workload, saving weeks of work for the team.
- Authored standard operating procedures for report creation, facilitating knowledge transfer and ensuring consistency.
- Contributed to data analysis efforts for job analysis and a climate survey, identifying trends and patterns using data visualization.
- Assisted in focus group discussions, providing logistical support and taking detailed notes to capture key insights and feedback.
- Supported research report preparation by designing tables and figures, writing narrative sections, and ensuring data accuracy and consistency.

Engagement Intern | Engagement and Strategic Planning Office

May 2024 – August 2024

Baltimore City – Department of Human Resources, Baltimore, MD

Summer Internship Under the NextGen Leaders for Public Service

- Conducted qualitative analysis with over 4,500 rows of data of employee feedback to inform strategic decisions on engagement and organizational culture.
- Conducted qualitative analysis of Voice of Employee and prepared a presentation for senior leadership.
- Provided data-driven insights to five external clients to improve employee satisfaction and workplace effectiveness.

Research Assistant

University of Florida, Gainesville, FL

January 2021 – December 2022

Project: Pediatric Neuropsychology Clinic

- Scored neuropsychological assessments administered to clients.
- Entered data from over 50 psychological reports into REDCap.

Project: Pain Experiences and Resilience in Latinx Adults

- Administered over 15 questionnaires (psychosocial, pain, resilience), Quantitative Sensory Testing, and physical performance assessments.
- Conducted participant recruitment and screening.
- Developed online surveys using REDCap.

Skills & Abilities

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| • Microsoft Excel, PowerPoint, Word, Highly Proficient | • Peakon, Proficient |
| • SPSS, Proficient | • REDcap, Proficient |
| • Airtable, Proficient | • Qualtrics, Proficient |
| | • Canva, Proficient |

Relevant Courses

- **APPL 659 Cross-Cultural Organizational Psychology**

This course examines topics in organizational psychology from a cross-cultural lens, focusing on the portability of Western-based theories and practices to other cultures. Topics include cultural values, methodological equivalences, intercultural training, group processes, organizational justice, work-family issues, leadership, negotiations, acculturation, and expatriation/repatriation.

- **APPL 660 Applied International Work and Organizational Psychology**

International field experience, collaborating with peers, instructors, and local experts from a different cultural environment. This course involves intercultural interactions (i.e., in-person and virtual settings) with students at the University of Barcelona, which enhances students' cross-cultural competence.