Sara Lenahan

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**AWARDS**

3rd Place Undergraduate Research Poster

UAH Research Horizons Symposium | 2018

Irene Wright Scholarship

UAH | 2016

**EDUCATION**

**Master’s**

**Human-Computer Interaction**

DePaul University

2018-Expected 2020

**Bachelor’s in Psychology**

Minor in Human-Resource Management

University of Alabama in Huntsville

2014-2018

2005-2009

**SKILLS**

HTML5

CSS3

SPSS

Adobe Photoshop

Adobe Illustrator

Microsoft Word

Microsoft Excel

Microsoft Outlook

Planning

Creativity

**RESEARCH EXPERIENCE**

**Research Assistant, Leadership and Organizational Behavior Lab, University of Alabama in Huntsville**

**2017 – 2018**

* Administrate experiment sessions with human subjects
* Provide Industrial/Organizational coaching to participants in experimental settings
* Score paper materials from sessions
* Enter data into Word documents, SPSS, and Microsoft excel
* Complete assigned task promptly.
* Run statistics with SPSS after data collection

**Research Assistant, Lifelong Learning Lab, University of Alabama in Huntsville**

**2016 – 2018**

* Presented findings to professors, peers, and conference attendees
* Learned the IRB procedure for approval with special attention paid to ethical considerations and many other aspects of the research
* Administer experiment sessions with human subjects
* Score paper materials from sessions
* Enter data into Word documents, SPSS, and Microsoft excel
* Complete assigned task promptly
* process

**EXPERIENCE**

**Secretary, City of Huntsville Traffic Engineering Division 2018 – Present**

* Answer Multiline phones and assist in preparing interoffice memos and drafting communications such as email and reports.
* Assist in input and upkeep of records within the traffic engineering system.
* Utilize City record computer programs
* Assist in payroll reports to be sent to finance department.
* Maintain the office filing system and retrieve material from files as requested.
* Perform general office duties, including faxing, copying, scanning, and filing.

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**Job Title, Company 2000 – 2020**

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**PROFILE**

**The hodgepodge of my work, leadership, and research experience has molded me into a well-rounded person. With the vast set of skills I’ve accumulated throughout my young adulthood, I am more than confident in my work ethic, abilities and professionalism.**

User-Experience Student

256-361-8759

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[www.saral.sgedu.site](http://www.saral.sgedu.site)

**CONTACT**