

## *Curriculum Vitae*

### **Tamara R. Wilhite**

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### **Education**

May 2018      Bachelor of Arts, Psychology, Cum Laude, 3.85 GPA, University of Maryland, College Park, MD

### **Posters and Publications**

Gross, J. T., Fitter, M. H., Wilhite, T. & Cassidy, J. (2019, March). *Links between emotional expressive suppression and electrodermal reactivity in middle childhood*. Poster presented at the biennial meeting of the Society for Research in Child Development, Baltimore, MD.

### **Professional Experience and Internships**

Marketing Coordinator Intern, Sales Assistant, Maven Engineering Corporation, Rockville, MD      *June 2020 - Present*

- Marketing Intern - worked as the company's only marketing employee to plan and execute various marketing endeavors including creating a facility flyer, working with third-party marketing professionals to update the company's manufacturing brochure, and remodeling the company website. Traveled to the manufacturing facility in Orange, CA to execute a photo and video shoot, which was used to create a new manufacturing portal on the company's website.
- Sales Assistant - Promoted early to full-time sales employee from summer intern, now account manager for all domestic customers totaling over 100 companies. Sourced, quoted, and processed sales for thousands of airplane spare parts for military and government use, as well as for international use. Generated over \$1,000,000 in sales within the first five months of 2021 since taking over all domestic accounts. Worked closely on various contracts that are essential to government operation. Executed multiple large sales and contracts with customers such as Lockheed Martin, Boeing, AAR Defense Systems and Logistics, and more. Place an emphasis on providing efficient customer service as well as maintaining strong relationships with my customer and suppliers.

Server, Closer, Matchbox LLC, Rockville, MD      *September 2019 - March 2020*

- Serve tables and provide exceptional service to all guests. Includes taking orders, bussing tables, running food, general customer service, side work, and other general serving responsibilities.
- Closer responsibilities include performing opening and closing procedures for the restaurants and holding coworkers accountable for their individual responsibilities.

Nanny, Personal Assistant, Arlington, VA      *October 2018 – October 2019*

- Selected for position based on educational background.
- Responsible for developing and conducting educational lessons, outings, social interactions, and environmental enrichment experiences for four-year-old child.
- Worked on behalf of employer to maintain the household by running errands, cooking dinners, executing and tracking organizational projects, and scheduling consults.

Server, Coastal Flats, Gaithersburg, MD      *July 2016 – August 2017, May 2018 – October 2018*

- Served tables using team service model. Included taking orders, bussing tables, running food, general customer service, side work, and other general serving responsibilities.
- Team service involved attending to all tables, including those of other servers, and creating an environment emphasizing teamwork.
- Focus on core values: “fanatical attention to consistency and detail” and “exceptional hospitality for all guests.”

Research Assistant, Maryland Child and Family Development Laboratory, College Park, MD *August 2017 – May 2018*

- General research assistant for study on the emotional and physiological effects of emotion suppression in nine and ten year-old children.
- Data manager - writing Standard Operating Procedure for Biopac AcqKnowledge software, analyzing data collected from the study using SPSS, cleansing and analyzing skin conductance data using Biopac AcqKnowledge software to ensure validity, correctness, and completeness of results.
- Recruiter - organizing events designed to recruit participants, conducting recruitment phone calls, distributing flyers to elementary schools and local businesses.
- Coder - quantifying data collected on video from the study by coding the participants' responses to an empathy task.

Server, Host, Hard Times Café, College Park, MD *July 2015 – January 2016*

- Served tables, general serving responsibilities, taking orders, running food, general customer service.
- Hosting responsibilities, greeting and seating guests, bussing tables, keeping the restaurant clean and presentable, side work, answering phones.

Sales Associate, Key Holder, Pat's Hallmark, Olney, MD *December 2013 – August 2014*

- Sales associate, working cash registers, answering phones, stocking merchandise, taking inventory, setting up and designing displays, straightening cards, cleaning the store, general customer service responsibilities.
- Key holder responsibilities included opening and closing the store, running and managing the team when manager was not present, signing for shipments, pricing merchandise.

Student Teacher, Intern, Sequoyah Elementary School, Derwood, MD *September 2013 – May 2014*

- Intern and student teacher for a first grade class, created lesson plans, taught math and reading lessons, administered assessments, graded coursework, constructed displays and bulletin boards for the class and school, organized classroom materials.

### **Outreach and Community Service**

Delegate, Lead Teacher, International Partners *Summer 2013, Summer 2014*

- Volunteered as a delegate and lead teacher in a small farming village in El Salvador, with the purpose to teach and make general improvements to the community.
- As Lead Teacher, planned and executed English, Algebra, and handwriting lessons to children, teenagers, and adults of the village.
- Assisted with teaching in the preschool, along with remodeling the preschool.
- General delegate responsibilities included infrastructural and agricultural improvements such as playground reconstruction and crop management.

### **Professional Affiliations and Memberships**

March 2018 Member, Phi Kappa Phi National Honor Society, University of Maryland

October 2015 Member, Phi Eta Sigma National Honor Society, Stetson University

September 2014 Member, Florida Alpha Chapter of Pi Beta Phi Fraternity for Women, Stetson University

### **Specialized Training and Workshops**

August 2017 Collaborative Institutional Training Initiative (CITI) certification to work with human subjects in social and behavioral research

### **Awards and Scholarships**

May 2018 Cum Laude, University of Maryland

2016-2018 Dean's List, University of Maryland

2014-2016 Dean's List, Stetson University

2014-2016 Presidential Scholarship Awardee, Stetson University