

Vanessa Correia – Curriculum Vitae

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APTITUDES

Languages: English and French (Bilingual)
Software: CTRL Clinic, AS-400, some IBM SPSS

EDUCATION

Bachelor of Arts, Honours Psychology

2017- present

Concordia University

- Dean's Honours list 2018, 2019
- Friends of Concordia Bursary (1,000\$), 2017
- Campaign for the New Millennium Bursary (1,000\$), 2020
- 3.97 GPA

D.E.C of Social Science, Psychology program

2015-2017

Dawson College

- Consecutive Semestral Honours
- 2015 Entrance award (for 90%+ average upon admission)
- Note-taker for students registered with student accessibility center

PUBLICATIONS

Khoo, S Y-S, **Correia, V.**, & Uhrig, A. Nesting material enrichment reduces severity of overgrooming-related self-injury in individually housed rats. (2020). *Laboratory Animals*, 54(6), 1-13. doi.org/10.1177%2F0023677219894356

RESEARCH EXPERIENCE

Honours Student/Research Volunteer

2019- present

Coffey Lab: Audition, Sleep, and Plasticity (CL:ASP)

- Underwent a directed research course in preparation for my honour's thesis in the lab
- Tasks include conducting literature reviews, recruiting participants, data collection
- Ongoing Honours Thesis project: The Role of Sleep and Closed-Loop Auditory Stimulation in Declarative and Procedural Memory

Clinical Research Assistant/Study Coordinator

2020

Siena Medical Research Corporation

- Coordinated dermatological disease-based registry studies
- Liaised with the PI, site investigators, and pharmaceutical company representatives
- Respected the guidelines of GCP (Good Clinical Practice) and study protocols
- Collected patient data and entered it into online data capture platforms (ex: EDC)

Research Volunteer

2018-2019

Chaudhri Lab, Centre for Studies in Behavioral Neurobiology (CSBN)

- Assisted in behavioural experiments using a rodent model of substance addiction and learning
- Tasks included data entry, video coding, carrying out behavioural experiments, preparing solutions, conducting histology work (brain slicing/staining, mounting tissue), etc.

WORK EXPERIENCE

Administrative Assistant

2020

Cole International

- Answered phone inquiries and transferred customers to the appropriate departments

- Handled all couriers, incoming, and outgoing mail (internal and external)
- Created and prepared cheques for invoices on AS-400 (IBM i)
- Assisted freight and customs managers
- Performed data entry on Excel

Administrative Assistant/Receptionist

2016- 2020

Dr. Carey / Dr. Wang Dermatology Surgery Center & Clinic

- Prepared patient files for appointments
- Corresponded with other clinics regarding patient medical evaluations
- Performed reception duties
 - Processed paperwork/referrals, booked appointments in CTRL system, maintained the doctor's schedule, took client payments, coordinated with pharmacies for patients prescription renewals, signed off on pathology reports and informed patients of biopsy results, answered incoming emails and calls, sterilized instruments

Registration Helpline/Academic Advising Telephone Operator

2016-2017

Dawson College

- Facilitated registration by directing students to the appropriate departments and resources
- Remained attentive to student needs and questions
- Performed administrative changes on computer registration program

EXTRACURRICULARS

Event/Workshop Coordinator, [Mentorship Among Psychology Students Committee](#)

2020-2021

- Help organize special events and workshops with graduate student committee tailored to helping undergraduates navigate their academic careers (ex: Applying to Grad School, Getting Research Experience, etc.)

Student Mentor, [PsychOut! Program](#)

2020-2021

- Ongoing mentorship with two college-level mentees who are interesting in pursuing a career in science. Mentorship consists of biweekly meetings where various academic and professional skills are discussed (ex: conducting a research project from start to finish, crafting a CV, applying to university, discovering personal interests, etc.)

Vice President of Academic Affairs, Concordia Undergraduate Psychology Association

2019-2020

- Elected as an academic representative for the psychology/neuroscience student body
- Tasks included attending faculty meetings, acting as a liaison between the department and students, creating/distributing promotional materials, and planning several academic events (ex: career conference/networking, orientation getaway, laboratory fair, inter-university case competition, etc.)
- Reinforced leadership, organization, teamwork, time-management, event planning, and public speaking skills

TEACHING EXPERIENCE

Peer Tutor

2016-2017

Dawson College

- Worked one-on-one with an intellectually and physically handicapped student for a three-month period, tutored her in Developmental Psychology, taught her effective study strategies, communicated with her teacher/student accessibility workers

HONOURS & AWARDS

Inter-University Psychology & Neuroscience Case Competition

2019

Winner of neuroscience category; the competition involved analyzing scientific articles, designing a research study to answer a neuroscience question, and presenting it to a panel of judges

McGill Future of Cognitive Neuroscience Video Competition

2018

Winning video entry on binding problem in cognitive psychology; was privileged to be invited & attend the Brenda Milner Centennial Symposium at the Montreal Neurological Institute