

Carolyn VanderMolen

2503 N. Lincoln Ave. Apt 3
Chicago, IL 60614
217-691-8430
carolynvanderMolen@gmail.com

EDUCATION

DePaul University, Chicago, IL

- B.A. in Psychology expected in June 2013
- Minor in Photography
- GPA – 3.92

EXPERIENCE

June 2011-Present

Kent M. Lucaccioni, Ltd., Chicago, IL

Office Assistant

- Scan and file important documents for cases
- Personally assist with tasks as assigned by attorneys

May 2011-Present

DePaul University Department of Psychology, Chicago, IL

Research Assistant

- Provide assistance with multiple research projects as assigned by supervising staff
- Analyze and code scientific data for research topics
- Present scientific findings at multiple research symposiums throughout Chicago

March 2011-Present

DePaul University Student Center, Chicago, IL

Audio/Visual Technician

- Set up and installed computers, projectors, sound systems, etc. for clientele
- Troubleshoot technical issues
- Excel in customer service and teamwork

June 2006-
August 2010

Advanced Dental Care of Springfield, Springfield, IL

Office Assistant

- Answer phones and questions to sufficiently inform patients about adequate dental care
- Schedule dental appointments through computer software
- Create MS Excel spreadsheets and MS Word tables for expense charting

HONORS

2009-Present

DePaul University Dean's List Scholar

2009-2013

Academic Excellence Scholarship, DePaul University

2009

Exemplary academic achievement recognized by Dept. of Residential Education

ACTIVITIES

National Society of Collegiate Scholars, Alpha Lambda Delta National Honor Society, National Society of Leadership and Success, Psychology Club

SKILLS

Excellent communication skills, exceptional organizational skills, exceedingly responsible, fast learner, extremely comfortable with computers and set-up, proficient in Windows, Mac, Microsoft Word and PowerPoint, and SPSS