Octavia Bolton ⏐ *Curriculum Vitae*

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MENTAL HEALTH PROFESSIONAL, M.A.

Mental health professional experienced in psychological testing and counseling and seven years of academic research seeking a full-time position as a psychometrist, psychological associate, or research assistant. A psychologist to help others overcome personal obstacles through compassionate listening and understanding in maintaining effective client rapport with proven ability to work autonomously or team-oriented environment with little instruction.

EDUCATION

Master’s Degree, Psychology ⦙ TEXAS SOUTHERN UNIVERSITY ⦙ Houston, TX

**Related Coursework**: Behavior Management/Principles in Treating Problem Children, Theory of Group Practice & Treatment, Theories of Counseling & Psychological Interventions, Personality Assessment, Ethics & Legal Issues in Mental Health, Human Growth & Development, Physiological Psychology, Psychopathology, Theory of Psychological Testing, Social Psychology, Testing & Assessment, Cross-Cultural Psychology, Research & Statistics I-II, Forensic Psychology, Advanced Social Psychology, Advanced Cognitive Psychology, Biological Basis of Behavior, Brain & Behavior, Seminar in Women’s Studies, Psychoactive Drugs, Interviewing & Assessment

Bachelor’s Degree, Psychology ⦙ UNIVERSITY OF HOUSTON ⦙ Houston, TX

*Minor: Global Business*

**Related Coursework**: Abnormal Psychology, Psychology of Personality, Intro to Cognitive Psychology, Intro to Methods in Psychology, Psychology of Adolescence, Industrial-Organizational Psychology, Intro to Clinical Psychology, Intro to Methods in Psychology, Psychology & Law, Introduction to Sociology, Child Development, Sociology of Drug Use & Recovery

**Additional Coursework**: Intro to Entrepreneurship, Intrapreneurship, History of Globalization, Politics of Globalization, Economics of Globalization

SKILLS & QUALIFICATIONS

* Psychological Assessments
* ICD-10 Coding
* Q-Interactive testing
* Psychometric testing, interpretation, & reporting
* Counseling techniques
* Working knowledge of DSM 5 diagnostic manual
* Social Science literature research
* In-depth knowledge of psychological, personality, and behavioral theories
* Psychological research
* Experience with statistical software (i.e. SPSS)
* Implementation of scientific research methods
* Literature research
* (Academic) research in epigenetics, personality disorders, & neuropsychological principles
* Quantitative and qualitative research methods and techniques
* Strong verbal and written communication skills
* Ability to work with patients with intellectual disabilities, personality disorders, ADHD, possible brain injuries (TBI), and Autism
* Microsoft Office proficiency including Excel, Word, Powerpoint, Outlook, & OneDrive
* Highly organized, detail- and task-oriented
* Experience in handling current diagnostic systems, procedures, and techniques
* Experienced in interviewing patients while easily establishing rapport
* Exceptional in following and executing instructions from licensed psychologist
* Office management & secretarial duties
* Theranest scheduling

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| TESTS ADMINISTERED [Computer – and Paper – Based] | |
| ADHD Rating Scale | Minnesota Multiphasic Pers. Inventory-2 (**MMPI-2**) |
| Asperger’s Syndrome Diagnostic Scales (ASDS) | Minnesota Multiphasic Pers. Inventory-Adolescent (**MMPI-A**) |
| Attention-Deficit/Hyperactivity Disorder Test (ADHDT-2) | NEO Personality-R (**NEO PI-R**) |
| Beck Depression Inventory | Personality Assessment Inventory (**PAI**) |
| Beck Youth inventory (**BYI-C-II**) | Symptom Checklist 90 Revised (**SCL-90-R**) |
| Behavior Assessment System for Children - 3 (BASC-3) | Wechsler Adult Intelligence Scale – III/IV (**WAIS-III/IV**) |
| CNS: Vital Signs – Neurocognitive Assessment | Wechsler Abbreviated Scale of Intelligence (**WASI**) |
| Childhood Autism Rating Scales (CARS) | Wechsler Individual Achievement Test for Children (**WIAT**) |
| Conner’s Adult ADHD Rating Scale (CAARS) | Wechsler Intelligence Scale for Children (**WISC**) |
| Conner’s Rating Scale 3-Teacher or Parent | Wide Range Achievement Test – 4th Edition (**WRAT-4**) |
| Gilliam Autism Rating Scale (GARS-2) | House Tree Person (**H-T-P**) |
| Incomplete Sentences – Adolescence, Adult, Children, Work [Verbal Administration] | Primary Test of Nonverbal Intelligence (**PTONI**) |
| Kaufman Brief Intelligence Test (K-BIT-2) | Test of Nonverbal Intelligence (**TONI-4**) |

RESEARCH INTERESTS

* Neuropsychological, cognitive, and biological influences on the development of behavioral abnormalities, mood disorders, and personality disorders.

* Individual behavioral, personality, and affective deficits resulting from brain trauma or lesions in specific brain areas relevant to executive and emotional functioning and regulation. Furthermore, the individual effects of repeated brain trauma on functioning, emotional, and mental functioning.
* Relationships between developmental brain abnormalities and traumatic brain injuries and (i.e. CTE) and lesions on individual behavior, personality, and overall cognitive functioning.
* The residual effects of epigenetic transgenerational transmission of generational and historical trauma on the development of mental disorders in subsequent generations.

RESEARCH EXPERIENCE

University of Houston – Clear Lake • Houston TX August 2013—December 2013

*Graduate Research Assistant*

* Assist in the preparation of academic presentations.
* Performed assigned literature reviews on an academic project with a criminology professor, specifically in human trafficking, juvenile justice and delinquency, and restorative justice.
* Assist with literature review, analysis, and research in preparation for published social science textbook, *Delinquency in America: Theory, Public Policy, and Social Implications (1st Ed.)* by Dr. Tiffiney Cottledge.
* Reviewed and proofread students’ academic research papers as assigned.
* Assisted in the collection of literature for review and completed literature synthesis of relevant information.

PUBLICATIONS

*Delinquency in America: Theory, Public Policy, and Social Implications (1st Ed.)* by Dr. Tiffiney Cottledge.

CLINICAL EXPERIENCE

L.M. Jennings, Psy.D. & Associates | Houston, TX

*Psychometrician* | November 2018 – Present

* Conducted psychological and intellectual tests to patients and prepared test reports.
* Assisted staff in administering essential testing duties.
* Identified patient’s problems and determined areas of concern.
* Observed, accurately recorded, and communicated with psychologists regarding patient behavior during evaluation, encouraging patient cooperation, and effectively managing any difficult or problematic behavior that may arise during evaluation.
* Maintained professional patient confidentiality.
* Promptly performed other duties as assigned.
* Office management including answering telephones, scheduling clients, sending faxes and emails as needed, and maintaining client information.

Jones Comprehensive Assessment Center • Houston TX June 2017—November 2017

*Practicum Student*

* Conducted psychological tests to patients and prepared test reports.
* Assisted staff in administering essential testing duties.
* Collaborated with other Psychologists in diagnosis and treatment planning.
* Performed neuropsychological assessments to patient under the supervision of a licensed psychologist.
* Identified patient’s problems and determined areas of concern.
* Observed, accurately recorded, and communicated with psychologists regarding patient behavior during evaluation, encouraging patient cooperation, and effectively managing any difficult or problematic behavior that may arise during evaluation.
* Maintained professional patient confidentiality.
* Promptly performed other duties as assigned.

Charis Psychological Associates • Houston TX February 2017—May 2017

*Practicum Student*

* Provided counseling and therapeutic services to patients diagnosed with personality and mood disorders under the supervision of a licensed psychologist.
* Conducted marriage and couples counseling to patients.
* Identified emotional and social issues resulting in behavioral change in patients.
* Maintained up-to-date case records confidentially.
* Identified emotional and social issues resulting in behavioral change in patients.
* Conducted patient interviews and observations as directed by licensed psychologist.
* Identified patient’s problems and determined areas of concern.
* Promptly performed other duties as assigned

PUBLICATION

*Delinquency in America: Theory, Public Policy, and Social Implications (1st Ed.)* by Dr. Tiffiney Cottledge.