

RITA O'DONNELL

184 Clermont
Bowling Green, OH 43402

440-499-2473
rita@bgsu.edu

EDUCATION

Bowling Green State University, Bowling Green, OH

Bachelor of Arts, Dual Degree in Psychology and Sociology, August 2009

- *Earned 100 percent of educational expenses through part-time and summer employment.*

Relevant Courses:

- Psychology of Child Development
- Abnormal Psychology
- Conditioning
- Psychopharmacology
- Minorities Groups
- Deviance and Social Control
- Behavior Pathology in Children
- Social Psychology
- Cognitive Psychology
- Clinical Neuroscience
- Alcohol and Public Policy
- Juvenile Delinquency

VOLUNTEER EXPERIENCE

Big Brother Big Sisters, Toledo, OH

Big Sister, September 2007 – August 2007

- Mentor a middle school girl and provide educational and emotional assistance.
- Actively listen to the child's concerns.
- Tutor child in the areas of reading and math.

EMPLOYMENT

Summit Extended Care, Toledo, OH

Nursing Assistant, January 2008 – present

- Provide daily care to residents of the skilled and lock-down units including post-surgery patients, individuals on hospice, and residents with different levels of Dementia and Alzheimer's.
- Maintain accurate records on charts during my shift.
- Build caring relationships with residents and their families and offer emotional support.

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BGSU Office of Residence Life, Bowling Green, OH

Night Guard / Desk Clerk, January 2005 – December 2006

- Greeted visitors and residents, scheduled meetings for hall staff, sorted mail, and answered questions about services and University events and programs.
- Monitored the physical facility to ensure the safety and security of residents.
- Provided responsive service to University guests who participated in conferences and workshops during the summer months.

Pizza Hut, Akron, OH

Assistant Manager (Hourly) Summers 2005 – 2006

- Managed all aspects of restaurant operations including opening and closing procedures, food production, delivery, and dining operations.
- Trained and oriented new employees stressing the importance of customer service, teamwork, and operational efficiency.
- Supervised 13 - 14 employees during shift.
- Built repeat business by providing prompt, courteous service and maintaining outstanding food quality.
- Conducted audits of cash register receipts and prepared daily bank deposits.

REFERENCES

Available upon request.