

Maria T. Arroyo*

000 Main Street
Cambridge, MA 02139

(617) 123-4567
mtarroyo@post.harvard.edu

EDUCATION

Harvard University

Cambridge, MA

Ph.D. in Psychology, 2008; M.A. in Social Psychology, 2005

Relevant coursework: Behavioral Approaches to Decision-making & Negotiation and Mini-MBA in Entrepreneurial Finance

Dartmouth College

Hanover, NH

B.A., *magna cum laude*, high honors in Cognitive Science, 2001, Music minor, Phi Beta Kappa

NON-PROFIT EXPERIENCE

Boston Choral Ensemble

Boston, MA

President, 2006-2008, Treasurer, 2005-2007

- Stabilized the organization by substantially reducing costs through negotiations and barter, securing 501(c)(3) status, and establishing long-term development, marketing, and membership plans.
- Nurtured donor relationships and member involvement to increase community.
- Restructured the board from ad hoc to focused committees through intensive discussions with members.
- Managed monthly meetings and day-to-day functioning of our 9 member all-volunteer board.

CONSULTING EXPERIENCE

Sensory Spectrum

Chatham, NJ

Statistical Analyst for Sensory Consulting Company, Summer 2006

- Contributed to rigorous measurements of the sensory qualities of consumer products.
- Analyzed descriptive and consumer data with univariate and multivariate techniques to explain consumers' evaluations of clients' products from a sensory perspective.
- Interpreted consumer data in presentations and advertising claims for Fortune 500 clients.

TEACHING & RESEARCH EXPERIENCE

Harvard University

Cambridge, MA

Teaching Assistant, 2005-2008

Statistics for psychology graduate students (awarded teaching certificate of distinction)

Debates in the practice of good psychological science (awarded teaching certificate of distinction)

Social psychology for managers and policy analysts (Kennedy School of Government)

Graduate Research in Social and Cognitive Psychology, 2003-present

- Designed and programmed original experiments on the border of social and cognitive psychology.
- Analyzed a wide range of data: from psychophysical data to studies with over 32,000 respondents.
- Interpreted and summarized results for talks, poster presentations, and publication.

Princeton University

Princeton, NJ

Research Assistant in Social and Cognitive Psychology, 2001-2003

- Programmed, ran and analyzed visual attention and decision making experiments.
- Edited book chapters, articles, and editorials for Nobel-prize winner John Smith.
- Self-taught hardware and software problem solver for both Macintosh and Windows users.

SKILLS

Software: Proficient in SPSS, MS Office, MatLab, internet research. Experience with C++, ClarisDraw, Dreamweaver, EndNote, HTML, Java, Perl, Photoshop, PsyScope, SAS, and Systat.

Languages: Strong comprehension of French and Italian.

* Identifying information has been changed. Maria was successful in landing a position as an Evaluation Consultant for a consulting firm that serves foundations and non-profit organizations. She has emphasized her leadership role in restructuring a non-profit choral group while in grad school, and her brief consulting experience. She summarizes her research experience, emphasizing accomplishments without listing detailed publication citations.