TAYLOR JANE FRY

• *E-Mail*: taylor_fry@my.uri.edu
•

Education:

UNIVERSITY OF RHODE ISLAND 2013 *Graduation Date: May 2013*
College of Arts and Sciences
Psychology Major
Writing Minor

Work Experience: ***Since 2009***

SOUTH COUNTY CHILD AND FAMILY CONSULTANTS, PeaceDale, R.I *05/2012-Present*
Administrative Office Assistant/Clinical Psychology Intern

- Schedule appointments; deal with patients, mailing evaluations to parents, primary care physicians, etc.
- Scoring intelligence tests and data input for an ongoing study
- Pulling client files to organize, move to storage, or find evaluation
- Training new interns in the necessary procedures needed for each specific therapist
- Typing up letters to schools and courts regarding patients
- Dictation typing for the company Learning Works for Kids (President Randy Kulman/Supervisor)
- Dictation typing for letters of recommendations, letters to families and schools, etc.
- Organizing and creating new client files, updating information in computers, creating mailing lists
- Taking down information including insurance from clients to book them with appointments
- Call in medication refills for psychologist to pharmacy
- Take messages during emergencies and contacting therapists
- Creating and organizing supervisor's dictations, blog posts, recommendations for children who have evaluations, etc.
- Updating/re-formatting client questionnaires for parents, teachers, and the children themselves
- Inputting test scores into computer and printing out evaluation summaries of tests
- Using SPSS to keep client test scores and allow graduate students to run tests on data

UNIVERSITY OF RHODE ISLAND, Kingston, R.I.
Recreational Services - Intramural Sports – Supervisor *9/2010 -Present*

- Assisted and respond to student participants.
- Previous Official and Game Manager (scorekeeper/bookkeeper/timekeeper)
- Officiated most sports offered
- Kept score, stats and timing of intramurals games including flag football, soccer, basketball, volleyball, hockey, kickball, softball and dodge-ball.
- Assisted with the hiring, training and evaluation of all employees.
- Assured safe environment at all times.
- Filled out injury, incident and daily supervisor reports.
- Assisted in the development of employee schedules, employee manuals and sport rules.
- Run trainings necessary for Game Managers and Officials
- Create agenda's for meetings, trainings, etc.
- Create checklists for all staff to be filled out during every shift
- Participate in marketing and promoting our program around campus
- Assist in the set-up and break-down of large trainings (Football) involving other schools

- Cleaning our and reorganizing equipment room/storage room/office

UNIVERSITY OF RHODE ISLAND, Kingston, R.I.
Recreational Services – Front Desk Attendant *6/2012-10/2012*

- Direct and assist all customers who come in to the building
- Sell passes, swimming lessons, sailing lessons, gym memberships, pool passes/memberships, etc.
- Give customers necessary knowledge about the building and our facilities
- Coordinate facility opening and closing procedures.
- Serve as public relations liaison with all facility user groups including students, faculty, staff, and alumni members.
- Enforce building policies and procedures.
- Respond to facility incidents/accidents and medical emergencies.
- Provide support with intercollegiate and special event programming.

D&B KEARNY LCC**,** Ossining, N.Y.
Personal/Office Assistant *05/2011-09/2011*

- Ran personal errands as well as business errands pertaining to D&B Kearny, LCC.
- Ordering supplies, parts, and furniture for apartments, etc.
- Taking care of filing, organizing, and labeling client files and leases.
- Scanning leases and other tenant paperwork onto computer and into organized files
- Taking care of daily office tasks

Certifications/Skills:

- American Red Cross CPR: Adult, Child and Infant ***September 2011***
- American Red Cross First Aid ***September 2011***
- American Red Cross AED: Adult and Child ***September 2011***
- MS Office – Word, Excel, and Power Point
- Prezi Presentation Website
- Google Documents/Drive/Applications
- Social media networks including Facebook and Twitter
- Inputting data into SPSS
- Scoring testing for the following tests: WISC-IV, WAIS-III, WIAT-III, BASC2, Brown, BRIEF, AWMA, WJ-III, MASC2, CEFI,

Awards and Activities:

- Ossining High School Student Council Member ***Fall 2005-2009***
- University Founders Grant ***Fall 2009-Present***
- RAM Founders Grant ***Fall 2009-Present***
- Volunteer at Westchester SPCA ***Fall 2005-2009***
- Semi-Annual URI Recreational Services Student Leadership Training ***Fall 2011-Present***
- Nominee for Student Leadership Award ***Spring 2013***
- **Camp Counselor** ***Summers 2007-2008***
- **Captain of Varsity Softball Team** ***Fall 2005-Summer 2009***