

Lizeth Mendez

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EDUCATION

University of Illinois Chicago

August 2022 - May 2025

Bachelor of Arts, Applied Psychology, Minor in English

Cumulative GPA: 3.9

WORK & RESEARCH EXPERIENCE

Cognition Behavior and Mindfulness (CBM) Clinic

January 2025 - Present

- Delivered direct services to patients diagnosed with autism and other developmental disabilities, providing personalized support in therapy sessions to meet individual needs
- Communicated regularly with families to monitor client progress and provide updates on treatment goals
- Attended clinic meetings and received ongoing supervision to refine therapeutic skills and enhance professional development.
- Observed Registered Behavior Technician (RBT) sessions, gaining practical experience with therapeutic techniques while progressing through 40-hour certification training
- Managed various administrative tasks, including printing, laminating, and organizing materials to support therapy sessions

Gender Justice Initiative

Sept 2024 - Present

Research Assistant

- Contributed to the team by transcribing, cleaning, and de-identifying interview transcripts for data accuracy and confidentiality
- Participated in weekly collaborative meetings with colleagues, fostering teamwork and advancing project goals.
- Engaged in discussions with teammates to critically interpret and analyze academic texts

Psi Chi Honor Society

Sept 2024 - Present

Chief of Staff

- Administered the Psi Chi listserv, sending weekly updates that promoted events, tutoring opportunities, job listings, and local resources
- Coordinated with the Psychology Advising Office to promote Psi Chi initiatives, recruit new members, and assist with the registration process
- Led efforts to source and share relevant Chicago-area resources, job listings, and events to enhance member engagement
- Maintained accurate member records, ensuring organized tracking of current and past members
- Facilitated new members throughout the registration process, ensuring a smooth onboarding experience and fostering a welcoming environment

Bridging Divides Lab

Feb 2024 - May 2024

Research Assistant

- Performed quality checks on survey data, identifying and flagging violations related to data integrity and protocol adherence.

- Evaluated audio recordings and transcriptions, documenting issues for review using a specialized web interface for quality improvement, including specialized reviews as a fluent Spanish speaker.
- Analyzed compliance with questionnaire protocols, including accurate reading of eligibility criteria, question wording, and response options
- Supervised and managed the Household Roster & Reactions team, focusing on detailed assessments of household member selection and reactions to research questions.

UIC Writing Center

CRLA Level II Writing Center Tutor

Chicago, IL
October 2023 - Present

- Facilitated individual discussions regarding a wide range of collegiate subjects, including engineering, nursing, English, and business
- Assisted in creating an organized plan for students' next steps and outlines for their writing
- Individualized tutoring sessions to cater to a student's skill sets, experience, and workload
- Assisted students in their interpretation and understanding of complex prompts and instructions
- Aided student development in enhancing their writing proficiency and achieving objectives through a collaborative approach involving critique and revision

Stritch School Of Medicine: Loyola University Chicago

Intern

Maywood, IL
February 2022 - May 2022

- Ensured prompt filing and labeling of documents for improved organization, accessibility, and retrieval through utilization of management skills
- Implemented effective labeling systems for physical and Excel documents and university property
- Proficiently scanned and faxed documents to ensure swift and accurate transmission

HONORS

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| ● Psi Chi, International Honor Society | March 2024 - Present |
| ● Sigma Tau Delta, International English Honor Society | December 2024 - Present |
| ● Dean's List, University of Illinois Chicago (UIC) | Fall 2022 - Spring 2024 |

SKILLS

Languages: Proficient in English and Spanish

Certifications: Microsoft Office Specialist: Excel Associate (Microsoft Office 2019)

Software: SPSS, Jamovi, Qualtrics, Microsoft Office Suite