

Devin M Sapp

Education

University of Central Florida (UCF), Orlando, FL.

Aug 2017- May 2019

Masters of Science in Industrial Organizational Psychology

- First year course work: Job Analysis and Performance Appraisal; Research Methods; Work Motivation and Job Attitudes; Psychometrics, Social Psychology; Legal, Ethical, and Professional Issues in I/O Psychology

Florida State University, Tallahassee, FL

Aug 2015- August 2017

Bachelor of Science in Psychology & Minor in Statistics. GPA: 3.51

University of West Florida, Pensacola, FL

Aug 2013- June 2015

Associates of Arts in Biology. GPA: 3.89

Experience

AMTIS, Inc.

Human Resources Intern

Sep. 2017-Present

Support the entirety of the human resource staff. Taking on all tasks that are assigned and wearing a multitude of different hats. From complex duties like acting as an internal consulting for organizational development needs to record management and hard filing logistics.

- Developed training webinar series for first time managers
- Assist with affirmative action plan development and implementation
- Update the human resources sick leave policies
- Conduct pre and new hire activities and maintain HR information system records
- Create HR relational databases to manage employee/company records
- Procure staff for proposals by ensuring they meet specific requirements
- Assist with benefits administration and new employee orientation

Performance Solutions/Career Readiness Solutions- UCF

Primary Assessor

Aug 2017- Present

- Assess and assist in the development of undergraduate's preparedness for professional careers
- Create marketing materials to be used during consulting projects
- Facilitated developmental feedback sessions with clients regarding their professionalism, professional growth, and personal aspirations
- Worked in a small team to write blogs on trending industrial and organizational psychology topics
- Create personalized feedback material for each client, highlighting strengths and weaknesses, comments on how to improve in weak areas, and proposed G.O.A.L.s.

Clary Associates

Industrial and Organizational Psychology Intern/Consultant

June 2013- Aug 2017

Supported the strategic goals of the company by improving workforce productivity, leadership effectiveness, and efficiency. Directly responsible for the overall administration, coordination and evaluation of the organizational development function of the company.

- Assisted in the development and implementation of inhouse training and selection processes
- Participated in the selection and training of new employees
- Prepared affirmative action report for company annually by collecting and analyzing employee data using R, SPSS, and SAS
- Worked directly with the Vice President to move the human resource process in-house
- Assisted with benefits administration and new employee orientation
- Fostered employee and organizational development. Encouraged strengths and identifying potential areas of growth and opportunity

**Florida State University- Department of Business
Research Assistant**

Aug 2015- Aug 2017

- Worked with professor on projects relating to workplace and higher education inclusion
- Analyzed data using STATA, SPSS, and SAS on several large projects and presented research at national symposiums
- Developed surveys and test items used in several projects
- Assisted in writing research articles that were published in popular industrial and organizational psychology journals

Volunteer Experience

88/84- Board Member

Community Outreach

Aug 2015- Present

- *Worked with 88/84 director with food and good drives*
- *Volunteer at Tallahassee public schools*
- *Mentored at-risk youths between the ages of 12-15 years old*

UROP Research Assistant-Florida State University

Research Assistant

Aug 2015- Aug 2017

- *Devoted 10 hours a week to search assistant duties*
- *Worked on humanitarian projects that targeted income inequality and gender equality in higher education*
- *Presented research at Florida State University's National Undergraduate Research Symposium*

Other Volunteer Experiences:

- Big Brother and Big Sister of North West Florida
- Alternative Spring Break at The University of West Florida
- MLK Day of Service participant all throughout undergraduate and graduate years of college
- Jacksonville Youth Coalition

Certifications and Skills

- Proficient in SPSS, STATA, and SAS
- Working knowledge of R and Python.
- MLCS-Office 2013 Certification
- HubSpot Academy Marketing Certificate
- Fundamentals of Human Resource's Certificate
- Institutional Review Board Researcher
- Relationship management
- Policy development