

Kinjal Chheda

Education

University of Central Florida	Aug 2018 – May 2020
M.S. Industrial/Organizational Psychology	
Florida Institute of Technology	Aug 2014 – Dec 2017
Major: B.S. Psychology Minor: Biological Sciences	
GPA: 3.63	

Work Experience

Primary Assessor

Performance Solutions, University of Central Florida, Orlando, FL Aug 2018 – Present

- Guiding clients through a stimulated job application process
- Evaluating and providing constructive feedback for students' resumes/CV, cover letters, interviews
- Troubleshooting concerns/questions from clients regarding their assignments
- Providing technical assistance for assessment activities

Research Assistant

Jan 2018 – May 2018

Dr. Katrina Ellis, Florida Institute of Technology, Melbourne, FL

- Conducted literature analysis on evacuation decisions during Hurricane
- Designed surveys and collected data using Qualtrics
- Taught 'Introduction to Psychology' class
- Uploaded grades, marked attendance and entertained emails through 'Canvas'

Associate Consultant (Industrial Organizational Psychology Internship)

Aug 2017 – Dec 2017

Center for Organizational Effectiveness, Melbourne, FL

- Conducted over 300 'Piper Pulse' Surveys for a consulting project with Piper Aircraft Company
- Analyzed workforce data and prepared departmental and overall analysis report
- Presented data reports and provided recommendations to the senior executive staff of Piper Aircraft company
- Participated in various project management teams

Learning Materials Assistant

May 2015 – May 2017

Florida Institute of Technology – Online Center, Melbourne, FL

- Regulated semester's content on 'Gladiator – Florida Tech Online Learning Website'
- Generated documents for professors and organized class schedules for each online semester
- Distributed educational contents to the professors respective to their courses

UTeach - Science and Mathematics Educator

Aug 2014 – Dec 2014

Indialantic Elementary School, Palm Bay, FL

- Implicated the fundamentals of science and mathematics within 2nd Grade students
- Developed essential processes (e.g., experiments) for maintaining student retention rate in class
- Prepared mock student classes and conducted interactive sessions for students' involvement

Leadership Positions

- Undergrad Assistant – I/O and Cognitive Psychology Research Teams Aug 2015 – Dec 2017
- Panther Prep Orientation Leader – Orientation Team Aug 2016
- Public Relations Leader – Pre-med Club Jan 2015
- Event Manager - Homecoming Committee Aug 2014

Honors and Awards

- Graduated with *cum laude* academic honors Dec 2017
- Second place in research poster competition– UCF Undergraduate Conference Dec 2016
- Dean's List – Academic Excellence Aug 2014 – Dec 2017
- Phi Eta Sigma Honor Society Award Aug 2014

Skills and Abilities

- Advanced MS Office Suite, SPSS, R studio, Qualtrics, Movie Maker, Corel Draw, Interpersonal Communication, Exceptional Team Player, Agreeable, Conscientious and Open to Experience.

Community Service

- Psi Chi's Light up Blue Walk for Autism, International Fest Organization Committee, Indian Students Association Diwali Fair Organization Committee, Shy Wolf Sanctuary