

Joie Meyer

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OBJECTIVE

Rising third-year student at Tulane University seeking a Healthcare or Human Resources internship to further develop my professional skills. Various internships, employment, and student leadership experiences have provided me vast experience with public speaking, collaboration, event planning, effective communication, and customer service.

EDUCATION

Bachelor of Science in Public Health, Public Health and Psychology May 2022
Tulane University Minor: Economics GPA: 3.94 New Orleans, LA

RELEVANT EXPERIENCE

Office Assistant August 2019-Present
Tulane University Housing and Residence Life New Orleans, LA

- Answer phone calls, respond to emails in a professional manner, process paperwork, maintain Excel spreadsheets and Word documents, handle resident check-ins and checkouts, and provide friendly customer service to visitors while maintaining student confidentiality.
- Provide communication and administrative support to central office staff with various projects.

Psychology Research Assistant January 2020-Present
Tulane University Department of Psychology New Orleans, LA

- Conduct experiments and post-experiment debriefing sessions, act as a research confederate, assist with developing and piloting study materials, recruit participants, enter and manage data, and help organize studies.

Student Research Assistant, IMPACTS Trial November 2018-May 2019
Tulane University School of Public Health and Tropical Medicine New Orleans, LA

- Prepared mailouts and made recruitment calls to potential study participants to assess eligibility.
- Acquired data entry and scheduling experience utilizing Excel, Google Voice, and Redcap.
- Gained knowledge on recruitment procedures and baseline stages of large-scale healthcare studies.

ADDITIONAL EXPERIENCE

Small Group Leader January 2020-Present
Delta Delta Delta Sorority, Epsilon Chi Chapter New Orleans, LA

- Lead a group of 10 new members through TriDelta's New Member Education Program, hosting weekly meetings focused on different aspects of TriDelta's history and rituals while promoting personal growth and friendships among group members.

TIDES Peer Mentor August 2019-December 2019
Newcomb-Tulane College New Orleans, LA

- Provided mentorship to 15 first-year students through their first-year seminar class, informing students about academic resources and involvement opportunities via weekly announcements and correspondence.
- Supplied individual support for students through regular one-on-one meetings throughout the semester.

Wave Leader August 2019
Tulane New Student Leadership Programs New Orleans, LA

- Guided a group of 21 students through New Student Orientation, informing them of valuable resources on Tulane's campus and provided emotional support in helping the students transition to college.

LEADERSHIP

Co-Public Relations Chair, Marketing, National Alliance on Mental Illness, Tulane University
Co-Public Relations Chair, Marketing, Asian American Student Union, Tulane University

SKILLS

- **Computer:** Proficient in Microsoft Word, Excel, Outlook, and PowerPoint. AutoCAD certified.
- **Language:** Spanish (limited working proficiency).

AWARDS AND ACCOLADES

- Tulane Dean's Honor Scholarship Recipient 2018-2022
- Dean's List Fall 2018, Spring 2019