

SPENCER STEWART

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SUMMARY OF QUALIFICATIONS:

- Proficiency in QuickBooks, Microsoft Excel, Word, and Powerpoint.
- Data analysis with SPSS; exposure with MATLAB and JMP
- Writing and communication skills

EDUCATION:

B.A. Psychology *magna cum laude* May 2013
Azusa Pacific University (Azusa, CA)

RELEVANT EXPERIENCE:

Office Manager Nov 2013 – Current
Bear Valley Hospice LLC, Big Bear Lake, CA

- Led recruitment and orientation efforts
- Revised Patient Handbook and Employee Handbook
- Developed website and social media presence

Research & Administrative Assistant May 2012 – May 2013
Dept. of Psychology, Azusa Pacific University, CA

- Collaborated on Likert-type survey development and analysis
- Established and maintained department website
- Managed references

Administrative Assistant May 2012 – Sept 2012
Dept. of Doctoral Programs in Higher Ed., Azusa Pacific University, CA

- Prepared briefings for the dept. chair on designated higher ed. topics
- Developed a dept. user guide for online collaboration software

REWARDS & ACKNOWLEDGEMENTS:

- Undergraduate Outstanding Research Award May 2013
- Two Research Travel Grants (\$1000) Mar. 2012, Nov. 2013
- Honors Scholar, *Azusa Pacific University*