

# Sadaf Tarzi

I/O Psychology, Human Relations

## EXPERIENCE

### Human Resource Intern

[JoyScape](#) Jul 2021 - Aug 2021

- Worked on the company's values (HR project to come up with new value and mission for the company)
- Familiarity with HRIS, full-cycle recruiting, MS Office, proactivity
- Participated in 4 projects related to Human Resources such as weekly news report, social media posts, time and attendance management, and admin work.
- Supported and reviewed personal actions such as termination, attendance, and benefits
- Participated on two onboarding process for a new hire and prepared new hire paperwork
- Brainstorm company's tagline using my I/O Psychology knowledge
- Prepared HR-related reports as needed

### Senior Registered Behavior Technician

[StaffRehab](#) Nov 2018 - Mar 2020

- Created 15-20 datasheets and charts per week to improve student's attendance, course performances, and behaviors.
- Recruited 30+ parents to join our special program with students of low performance.
- Assisted with weekly schedules for students and therapists.
- Managed 10 groups and 20 one-on-one sessions to improve their language and behavior skills.
- Trained and coached therapists, teachers, and parents throughout the day while working with students in classrooms.
- Prepared weekly assessments for students in need to instruct them with behaviors.
- Used my psychological and educational skills to mentor more than 50 students through personal issues and behaviors.

### Senior Registered Behavior Technician

[Chang & Associations Behavior Consulting](#) May 2017 - Aug 2019

- Promoted into a senior level in 6 months.
- Handled 15 case assignments, reviewed case progress, and determined case closure.
- Entered 20+ data entries daily while working with students.
- Assisted in organizing several initiative events to motivate the clients with behaviors and related disorders. Also coordinated quarterly events for staff for retreats.
- Attended 5-10 job fairs at local community colleges to recruit students, 60% joined the company with my assistance.
- Traveled and trained 10 parents/caregivers on how to work with their children's behaviors and adaptive skills.
- Provided one-on-one therapy at school, clinic, and home settings with clients who need help with Adaptive skills, Language development, Motor planning development, Emotional disturbances, and Executive functions.

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Union City, CA

## SKILLS

Teamwork and collaboration  
Recruiting  
Customer service  
Administrative expert  
Interviewing  
Sourcing  
Onboarding  
Multitasking  
HRIS knowledge  
Relationship Building  
Management  
Training/Coaching  
and Development  
Word  
PowerPoint  
Excel  
Outlook  
Social Media Platforms

## EDUCATION

### MA Industrial and Organizational Psychology

[Los Angeles Pacific University](#)

Aug 2021

- Created work training programs for managers and new organizations.
- Provided psychological principles and research methods to improve the overall work environment, including performance, communication, professional satisfaction, and safety. - Completed research work environment for startups in the area and proposed new ideas for improvements.

**ABA Behavioral Interventionist**

[Center for Autism and Related Disorders](#) May 2015 - May 2017

- Held 10 job fairs at local communities to join our company.
- Provided ABA therapy with both psychological and educational techniques based on the needs of each patient.
- Worked closely with 15 children from ages 2-18 years old correct communication, academic, social, and behavioral skills depending on the patient's needs and issues.
- Provided quality customer service and excellent communication with parents, teachers, and therapists.

**Lead Teller**

[Fremont Bank](#) Oct 2012 - Mar 2015

- Processed 25-30 customer transactions each hour through patience, attention to details, and ability to follow procedures within guidelines while making sales and referrals.
- Opened 2-6 new accounts per week while opening credit cards for 2-5 customers a day and increased sales by 20% each week.
- Educated and directed customers on a variety of loan products, credit options, and account issues.

**BA Behavioral Science Minor in  
Communication Studies**

[San Jose State University](#)

May 2018

- Mix of Psychology, Sociology, and Anthropology. Also, recruited future clients for behavioral science studies and interviewed clients for specific studies and research at the university

**Bachelor of Arts**

[College](#)

**Bachelor of Arts**

[College](#)