

# DYONTE BLAKE

*Research Assistant*

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☎ (123) 456-7890

📍 Boston, MA

🌐 LinkedIn

## CAREER OBJECTIVE

Psychology master's student looking to utilize my expertise in data analysis as a research assistant. Seeking an opportunity at Tufts University Neuroscience and Behavioral Health Laboratory to leverage my technical background to improve data collection and processing efficiency while contributing meaningfully to mental health research.

## EDUCATION

Master of Science

Psychology

**Tufts University**

📅 2020 - 2022

📍 Boston, MA

Bachelor of Science

Psychology

**Tufts University**

📅 2016 - 2020

📍 Medford, MA

## SKILLS

Teamwork

Organized

Diligent

Research

Problem Solving

## WORK EXPERIENCE

### Public Relations Internship

#### WorkBoard

📅 2021 - 2021

📍 Boston, MA

- Maximized media coverage by communicating with 50+ desirable media sources while ensuring quality media representation
- Collaborated with a 5-person team to distribute press materials
- Crafted 12+ social media posts per month, boosting engagement by 47%
- Spearheaded the use of Share of Voice to track media mentions of brand to measure success, enabling improvements that made the company \$200,000+
- Conducted routine data analysis on viewership metrics and public perception, identifying and averting 2 potential scandals

### Undergraduate Research Assistant

#### Tufts University Cognitive Aging Lab

📅 2020 - 2020

📍 Boston, MA

- Scored and digitized 1,000+ hours of video data on behavioral mediators to track improvement in cognitive function
- Presented research on Dementia, Alzheimer's, and Parkinson's disease during the 2020 Tufts University Research Symposium
- Overhauled data organization and processing procedures, improving lab efficiency by 25%
- Conducted an individual research project on memory loss reversal in patients with dementia, contributing to laboratory acceptance for the \$4.5M McKnight Innovator Grant
- Accelerated post-doctorates research speed by assisting on various tasks, increasing publication rates by 60%

### Administrative Assistant

#### Planted

📅 2019 - 2020

📍 Boston, MA

- Headed communications with 50+ prospective employees, scheduling interviews and exemplifying professionalism
- Documented proposals and budget sheets for 18+ subcontractors, ensuring 100% adherence to budget and company standards
- Generated forms and reports for prospective new vendors, streamlining vendor vetting and on-boarding efficiency by 45%
- Managed executive calendars and coordinated weekly meetings for 30+ staff members
- Managed communications with investors, ensuring professionalism and information flow