**GERALD ALLIVETTI**

220 Pawtucket St. | Lowell, MA 01854 | 555-555-5555 | Gerald\_Allivetti@student.uml.edu

**EDUCATION**

**Bachelor of Arts in Psychology,** minor in Philosophy, May 2015

University of Massachusetts, Lowell, MA (UMass Lowell) ; GPA: 3.35

**SKILLS**

MS Office (Word, Excel, PowerPoint); SPSS; Personnel supervision and leadership; Writing; Public speaking

**EXPERIENCE**

**Administrative Assistant**, Office of Veteran Services, UMass Lowell, Sept 2013-Present

* Maintain and process personal information pertaining to student veteran education benefit packages.
* Help student veterans complete applications for desired benefits from the Department of Veteran Affairs.
* Work on a team to organize and operate the ceremonies of the office held for student veterans and donors.

**Veteran Outreach Intern**, Home Base Program, Massachusetts General Hospital, Boston, MA, Feb-May 2015

* Connected veterans and their families to care through education sessions and outreach events.
* Helped edit *From the War Zone to the Home Front*, an online partnership with the National Center for Post Traumatic Stress to educate clinicians about traumatic brain injuries and post-traumatic stress.
* Served as a conduit to care for UMass Lowell student veterans seeking services.

**Sergeant**, United States Army Reserve, Iraq and Afghanistan, April 1998-January 2012

* Provided support in the reconstruction of Iraq immediately following the American occupation and subsequent collapse of the Iraqi government.
* Carried out large-scale movements of equipment and personnel in South East Afghanistan, and played a team role in ensuring the safety and security interests of the US Army.
* Supervised 12 individuals in maintaining and operating a truck fleet and related equipment.
* Ensured all personnel understood their responsibilities by coordinating and providing training opportunities.

**ORGANIZATIONAL LEADERSHIP**

**Member,** UMass Lowell Student Veterans Organization, September 2012-Present

* Participated in the Toys4Lowell program to deliver toys to children in government housing in Lowell, MA.
* Assisted in hosting the Second Annual Governor’s Student Veterans Conference on veteran’s education.

**President**, UMass Lowell Psi Chi Chapter, September 2014-May 2015

* Delegated club responsibilities to ensure all members participated in the work and activities of the club.
* Initiated a working relationship with the Lowell Transitional Living Center (LTLC), through which our members found volunteer and internship opportunities. Started a clothing drive for homeless residents.

**RESEARCH AND PRESENTATION**

**Mind Wandering in the Classroom**, September 2014-May 2015

* Performed extensive literature review to research technology to unobtrusively measure mind wandering.
* Collected data from undergraduate research participants through controlled experimental conditions, to determine the relationship between mind wandering and test performance.
* Supervised the programmer during the development of the hardware and software for the experiment.

**NASPA Conference on College Men;** Miami University, Oxford, Ohio, May 2013

* Co-presented *Our silent struggle, the importance of social supports for male student veterans.*
* Commented on strategies universities can undertake to spread awareness of veteran suicide on campus.