

Nicole Azero

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OBJECTIVE

Rising college senior and aspiring graduate student, seeking career specific experience within an academic assistant position in clinical psychology research.

EDUCATION

George Mason University

Bachelor of Arts in Psychology, Anticipated Spring 2021 – Concentrated in Clinical & Health Psychology

WORK HISTORY

Burke Wellness Center, LLC, Burke, VA

Office Coordinator, April 2019 - present

Administrative lead managing day-to-day operations, scheduling and customer service for the practice of 10 licensed health professionals. As the first point of contact for existing and prospective clients, stresses the importance of knowledge, job experience and presentation. Tasks included answering phones, updating website content, communicating to the client base, medical record management, marketing, client outreach and supply management.

LEADERSHIP

Active Minds, George Mason University Chapter

Volunteer

Incorporated as a 501(c) non-profit organization, Active Minds serves as the nation's largest student action and advocacy group for mental health awareness, educating the student body on mental health and breaking the stigma.

Dare 2 Be Wise, George Mason University

Volunteer

Multicultural organization focused on methods for a value-based lifestyle and exploring ideas that spark forward movements. We empower others through of mindful living.

Zeta Tau Alpha, Theta Chi Chapter, George Mason University

Executive Council Member

Social sorority focused on empowering women through lifelong learning, responsibility and leadership.

Extensive volunteer activity within the community, philanthropy and leadership endeavors to promote just causes, primarily focused on spreading education & awareness of Breast Cancer risk & reduction.

SKILLS

Intermediate level Spanish

Microsoft Office Suite

Apple suite of desktop applications

Adobe Photoshop

Extensive Mindfulness, Meditation and Yoga Training

University courses specialized in the science of wellbeing and therapeutic communication.