Ardhys De Leon, M.S.

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EDUCATION

University of Central Florida, Orlando, FL.

Doctor of Philosophy in Clinical Psychology (2021 – Present) Focus: Sociocultural Factors, Alcohol Use, Mood, and Protective Behavioral Strategies Master of Science in Clinical Psychology (2019 – 2021) Thesis title: A Test of Counterfactual Thinking Theory to Change Intentions to Use Protective Behavioral Strategies

University of South Florida, Tampa, FL. (2015 – 2018) Bachelor of Arts in Psychology Minor: Behavioral Healthcare Summa Cum Laude

AWARDS AND HONORS

2022	Graduate Presentation Fellowship Award, University of Central Florida; Orlando, Florida	
2021	Research Society on Alcoholism (RSA) Student Merit Award	
2020	Graduate Presentation Fellowship Award, University of Central Florida; Orlando, Florida	
2019 – Present McKnight Doctoral Fellowship, Florida Education Fund (FEF), Tampa, Florida.		
2015—2018	Dean's List of Scholars, University of South Florida, Tampa, Florida.	
2018	The Mom's Project Scholarship, University of South Florida, Tampa, Florida.	
2017	Summer Research Institute Student Scholar, University of South Florida, Tampa,	

GRANT FUNDING

GR107864: Doctoral Student Small Grant (Research Society on Alcohol)

04/01/2023 – 03/31/2024 Project Title: Sociocultural Factors in Alcohol Use.

Florida.

This project uses Ecological Momentary Assessment to examine associations between emotion, racial bias, and alcohol use in a sample of heavy drinking Hispanic/LatinX individuals.

Role: Principal Investigator; Total Funding: \$5,000.00

PUBLISHED BOOK CHAPTERS & TECHNICAL REPORTS

- Ringhoff, D., Christy, A., Rhode, S., Bogovic, S., Gerhardt, F., & **De Leon, A. N.** (January 2020). Annual Report for SAMHSA funded Evaluation of Hillsborough County Enhanced Jail Diversion (EJD) Evaluation.
- Christy, A., Ringhoff, D., **De Leon, A. N.,** & Rhode, S. (March 2019). Quarterly Report for SAMHSA funded Evaluation of the Hillsborough County Enhanced Jail Diversion (EJD) Evaluation.
- Conner, K.O., & **De Leon, A. N.** (2019). Social problems on American Indian reservations. In R. L. Lawson (Ed) Encyclopedia of Race and Ethnicity in America, Greenwood, Santa Barbara, California.

PEER REVIEWED JOURNAL ARTICLES

- Leary, A.V., Dvorak, R. D., Burr, E. K., Peterson, R. S., **De Leon, A. N**., Maynard, M. H., & Harm Reduction Research Team (*In Press*). Development and Validation of the Personal Assessment of Responsible Drinking Identity (PARDI). *Psychological Assessment*.
- De Leon, A. N., Woerner, J., Dvorak, R.D., Cox, J., Magri, T. D., Hayden, E. R., Ahuja, M., & Haeny, A. M. (*In Press*). An examination of discrimination on stress, depression, and oppression-based trauma during the COVID-19 pandemic and the racial awakening of 2020. *Chronic Stress*.
- De Leon, A. N., Dvorak, R. D. Peterson, R., Leary, A. V., Kramer, M. P., Burr, E.K., Toth, E. M., & Pinto, D. (2022). The Health Belief Model in the Context of Alcohol Protective Behavioral Strategies: Implications for Prevention and Intervention. *Psychiatry: Interpersonal and Biological Processes.*
- Burr, E. K., Dvorak, R. D., De Leon, A. N., Leary, A. V., Peterson, R., Schaefer, L. M., & Wonderlich, S. A. (2022). The role of eating expectancies and eating motives in the association between mood and loss-of-control eating: A national sample daily diary study. *Appetite*.
- Moskal, K. R., Dvorak, R. D., Burr, E.K., Helou, G. E., Cora, J. L., **De Leon, A. N.,** & Leary, A.V. (2022). Momentary Mood and Alcohol Craving: Differential Effects via Biological Sex and Momentary Shifts in Attention Bias. *Alcoholism: Clinical and Experimental Research*.
- Burr, E. K., Dvorak, R. D., Peterson, R., & **De Leon, A. N.** (2022). Greater negative affect reduction expectancies moderate the interactive relationship between emotion regulation difficulties and distress tolerance in predicting loss-of-control eating. *British Journal of Health Psychology*.
- **De Leon, A. N.,** Peterson, R., Leary, A. N., Burr, E. K., Cora, J. L., & Dvorak, R. D. (2021). Protective Behavioral Strategies as a Protective Factor Against Suicidal Ideation Among College Student Drinkers. *Journal of American College Health.*

- Leary, A. V., Dvorak, R. D., Troop-Gordon, W., Blanton, H., Peterson, R., Kramer, M. P., De Leon,
 A. N., & Magri, T. (2021). Test of a Deviance Regulation Theory Intervention Among
 First-Year College Student Drinkers: Differential Effects via Frequency and Quantity
 Norms. Psychology of Addictive Behaviors.
- **De Leon, A. N.,** Dvorak, R. D., Smallman, R., Arthur, K., & Piercey, C. (2021) Using Counterfactual Thinking Theory Intervention to Change Alcohol Protective Behavioral Strategies Use Intentions. *British Journal of Health Psychology*.
- Peterson, R., Kramer, M. P., Pinto, D., **De Leon, A. N.,** Leary, A. V., Marin, A. A., Cora, J. L., & Dvorak, R. D. (2021). A comprehensive review of measures of protective behavioral strategies across various risk factors and associated PBS-related interventions. *Experimental and Clinical Psychopharmacology, 29*(3), 236-250. <u>https://doi.org/10.1037/pha0000498</u>
- Abarno, C., **De Leon, A. N.,** Sharp, A. M., Moore, K., & Boothroyd, R. (2021). Trauma and Substance Use: The Impact on Graduation Among Female Offenders in a Prescription Drug Court Program. *Journal of Traumatic Stress.*
- **De Leon, A. N**., Dvorak, R., D., Kramer, M. P., Peterson, R., Pinto, D., Leary, A. V., & Magri, T. (2020). Daily patterns of emotional functioning on drinking and non-drinking days. *Alcoholism: Clinical and Experimental Research.*
- Magri, T. D., Leary, A. V., De Leon, A. N., Flori, J. N., Crisafulli, M. J., Dunn, M. E., & Dvorak, R. D. (2019). Organization and Activation of Alcohol Expectancies Across Empirically Derived Profiles of College Student Drinkers. *Experimental and Clinical Psychopharmacology*. DOI: <u>10.1037/pha0000346</u>

PUBLISHED PEER-REVIEWED ABSTRACTS

- De Leon, A. N., Dvorak, R. D., Peterson, R., Leary, A. N., & Cora, J. L. Protective Behavioral Strategies as a Protective Factor Against Suicidal Ideation Among College Student Drinkers. (2021). Poster Abstract. *Alcoholism: Clinical and Experimental Research*, 45(S1), 80-262. <u>https://doi.org/10.1111/acer.14628</u>
- De Leon, A. N., Magri, T., Kramer, M. P., Peterson, R., Pinto, D., Leary, A. V., & Dvorak, R., D. Daily patterns of emotional functioning on drinking and non-drinking days. (2020). Poster Abstract. Alcoholism: Clinical and Experimental Research, 44(S1), 8A-182A. <u>https://doi.org/10.1111/acer.14358</u>

MANUSCRIPTS UNDER REVIEW

Peterson, R., Dvorak, R.D., **De Leon, A. N**., Leary, A. V., Meshesha, L., Woerner, J., & Kaukinen, C. Development and Validation of the Sexual and Negative Dating Inventory (SANDI): A Measure of Dating and Sexual Protective Behaviors. *Manuscript under review*.

- Burr, E. K., Dvorak, R. D., Lynch, G., Peterson, R., **De Leon, A. N.,** & Leary, A. V. The relationship between daily-level mood and coronavirus disease 2019-specific factors with loss-of-control eating in a ten-day diary study. *Manuscript under review*.
- Arthur, K., **De Leon, A. N**., Dvorak, R. D., Fields, S. A., & ,Smallman, R. Desde si, y luego, a aquí y hoy: Effects of counterfactual thinking on perceived behavioral control in individuals who identify as Hispanic. *Manuscript under review*.
- Leary, A. V., Dvorak, R. D., Burr, E. K., **De Leon, A. N.,** Klaver, S. J., Lynch, G., Toth, E., Diaz, M. J., Martin, S. Examination of Negative Affect as a Function of a Deviance Regulation Theory Intervention. *Manuscript under review*.
- Klaver, S. J., Dvorak, R.D., De Leon, A. N., Burr, E. K., Leary, A. V., Hayden, E. R., Allen, Q., & Gwaltney, C. J. Testing the Incentive Sensitization Theory in Adolescent Ad Libitum Smokers Using Ecological Momentary Assessment. *Manuscript under review*.

MANUSCRIPTS IN PREPRATION:

- Baker, S. N., Burr, E. K., Dvorak, R.D., Rozek, D. C., **De Leon, A. N**., & Leary, A. V. The Mediating Roles of Affect Lability and Distress Tolerance on the Relationship Between Experiential Avoidance and Suicidal Ideation among College Students.
- Leary, A. V., Dvorak, R.D., **De Leon, A. N**., Peterson, R., Troop-Gordon, W., & Burr, E. K. Social Distancing During the COVID-19 Pandemic: Normative Interventions and Correlates of Social Distancing.

CLINICAL EXPERIENCE

September 2022— American Board of Professional Psychology (ABPP) Student Examiner Present

August 2021	<u>Graduate Student Clinician Extern</u>			
— Present	Supervisor: Mimi Zhao, PhD			
	U.S. Department of Veteran Affairs (VA), Lake Baldwin, FL.			
	• Treat veterans and active-duty military members with PTSD, anxiety,			
	depression, personality disorders, and other psychological disorders.			
	Deliver evidence-based treatments including, prolonged exposure,			
	cognitive behavioural therapy, cognitive processing therapy, and			
	dialectical behavioural therapy.			
August 2021 -	Graduate Clinic Assistant			
Present	Supervisors: Michael Dunn, Ph.D., Kimberly Kent, PhD, MSCP, & Amie			
	Newins, PhD			
	Psychology Clinic, University of Central Florida			

	 Conduct telephone screenings to determine eligibility for services. Aid graduate students in providing therapeutic services (i.e., therapy, assessment). Supervise younger students on clinic protocols, procedures, and clinical work. Work with clinic director to design COVID-19 clinic procedures and protocol. Assign patients to students in multiple practicum sections.
August 2021 – Present	 <u>Graduate Student Clinician</u> <u>Supervisor: Kimberly Kent, PhD, MSCP</u> UCF Psychology Clinical Practicum, University of Central Florida, Orlando, FL Treat undergraduate students and community members who come in for treatment of anxiety, depression, ADHD, borderline personality disorder traits, and other psychological disorders. Conduct psychodiagnostics and cognitive assessment.
August 2021 – Present	 <u>Graduate Student Clinician</u> <i>Supervisor: Amie Newins, PhD, LCP</i> UCF RESTORES, University of Central Florida, Orlando, Treated service members, firefighters, first responders and civilians who come in for treatment of anxiety, depression, and PTSD.
August 2020 – August 2021	 <u>Graduate Student Clinician</u> Supervisor: Vikki Gaskin-Butler, MDiv, PhD UCF Psychology Clinical Practicum, University of Central Florida, Orlando, FL Treated undergraduate students and community members who come in for treatment of anxiety, depression, and other psychological disorders.
CURRENT RESEAR	
August 2019 – Present	Graduate Student Research Assistant, REALE-TIME LAB University of Central Florida, Orlando, Fl

 August 2019 Graduate Student Research Assistant, REALE-TIME LAB

 Present
 University of Central Florida, Orlando, FL

 Supervisor:
 Robert Dvorak, PhD

 Research Focus:
 The relationship between protective behavioral strategies, mood, and sociocultural factors in the context of alcohol use.

 Website:
 http://www.robdvorak.net/

TEACHING EXPERIENCE

January 2022 –	Ins	tructor of Record, Clinical Psychology (CLP 3302)
May 2022	Uni	versity of Central Florida, Orlando, FL
	•	Provide students with an inclusive and culturally competent overvi

 Provide students with an inclusive and culturally competent overview of approaches to psychopathology, methods of clinical assessment, and various approaches to individual and group counseling.

- Independently design and instruct 3-credit course for undergraduate students
- Utilize daily active learning activities to improve students' critical thinking skills and engagement
- Incorporate assignments and grading on Canvas Webcourse platform

September 2021 **Guest Lecture,** Forensic Psychology (CLP 4390) University of Central Florida, Orlando, FL

- Presented on problem-solving courts in the state of Florida and how they related to psychology.
- Instructor of Record: Angelina Leary, B.S.

PREVIOUS RESEARCH EXPERIENCE

2017 – 2019	Undergraduate Research Assistant University of South Florida, Tampa, FL. <u>Supervisor:</u> Dr. Kathleen Moore <u>Projects:</u> Marchman Act Court Evaluation; Family Dependency Treatment Court Evaluation
Summer 2017	Summer Research Institute University of South Florida, Tampa FL. <u>Supervisor:</u> Dr. Kathleen Moore & Dr. Annette Christy <u>Project:</u> Mixed method evaluation of the relationship between Marchman Act protective custody holds in emerging adults and Baker Act examinations during childhood.
January 2017 – May 2017	Writing in Research and Publications University of South Florida, Tampa, FL. <u>Project:</u> Comprehensive literature review: Mental Health and Substance Use Outcomes and Treatment Approaches for Emerging Adults Aging Out of Foster Care
2016 – 2017	Research Assistant – Team Lead TeamMate Industrial and Organizational Psychology Lab University of South Florida, Tampa, FL. <u>Supervisors:</u> Dr. Wendy Bedwell; Dr. Sara Frick <u>Project:</u> Assisted with development and data collection on the research project titled Leaders on their best behavior: Leader behaviors resulting in effective virtual teams

REVIEWING EXPERIENCE

Substance Use and Misuse –*Reviewer* (2021) Journal of Traumatic stress—*Reviewer* (2022) Journal of Consulting and Clinical Psychology—Reviewer (2022)

COMMITTEES	
August 2021 –	Graduate Student Wellness Committee, Student Representative
Present	University of Central Florida, Orlando, FL
August 2020 –	Graduate Student Mentorship Program, Student Mentor
Present	University of Central Florida, Orlando, FL
August 2020 –	Student Representatives Committee, Student Representative
Present	University of Central Florida, Orlando, FL
August 2020 –	Diversity and Inclusion Committee, Student Representative
Present	University of Central Florida, Orlando, FL
MEMBERSHIP IN PRO	DFESSIONAL ORGANIZATIONS
2021—Present	Association for Contextual Behavioral Science (ACBS)
2021—Present	National Latinx Psychological Association (NLPA)
2020—Present	American Psychological Association (APA)
2019 – Present	Research Society on Alcoholism (RSA)
2019- Present	American Psychological Association (APA), Division 50
PROFESSIONAL DEVE	ELOPMENT, TRAINING, & CERTIFICATION
November 2022	Clinician-Administered PTSD Scale for DSM-5 (CAPS-5) Training: Veterans Health Administration
September 2022	Prolonged Exposure Therapy Training by Dr. Laura Meyers
January – April 2022	Cognitive Behavioral Therapy Skills Training by Dr. David Rozek
March 2022	Dialectical Behavioral Therapy Level II Training: Presented by Dr. Laura Meyers, Jackie Wright, & Ren Stinson
February 2022	Dialectical Behavioral Therapy Introductory Training: Presented by Dr. Laura Meyers, Jackie Wright, & Ren Stinson
February 2022	Crisis Management Training by Dr. David Rozek
November 2021	37 th Annual McKnight Fellow's Meeting
September 2021	Trauma Management Therapy (TMT) Training: RESTORES
August 2021	Clinician-Administered PTSD Scale for DSM-5 (CAPS-5) Clinician Training: Veterans Health Administration

- August 2021Acceptance and Commitment Therapy (ACT) Training: Presented by Dr. Laura
Meyers, Jessica Goodnight, & Ren Stinson
- November 2020 HIPAA Certification
- February 2020 McKnight Doctoral Mid-Year Research & Writing Conference
- October 2019 35th Annual McKnight Doctoral Annual Fellow's Meeting
- January 2019 CITI Human Subjects Protection Training
 - Train on the ethics of working with human subject populations
- December 2018 Global Appraisal of Individual Needs (GAIN-I) Training and Certification
- September 2018 Applied Data Analysis Training
- January 2018 Undergraduate Research Certificate
- October 2016 Mental Health First Aid Certification
- October 2015 Certified Gatekeeper: Suicide Prevention Training

PRESENTATIONS & POSTERS

- De Leon, A. N., Woerner, J., Dvorak, R.D., Cox, J., Magri, T. D., Hayden, E. R., Ahuja, M., & Haeny, A.
 M. An Examination of Discrimination on Stress, Depression, and Discrimination Trauma during the COVID-19 Pandemic and the Racial Awakening of 2020. [Poster presentation]. Annual meeting of the International Convention of Psychological Science (ICPS), Brussels, Belgium.
- Klaver, S.J., Dvorak, R.D., De Leon, A.N., Burr, E.K., Leary, A.V., Hayden, E., Lynch., G., & Gwaltney, C.J. Testing the Incentive Sensitization Theory in Adolescent Smokers Using Ecological Momentary Assessment. [Poster presentation]. Annual meeting of the International Convention of Psychological Science (ICPS), Brussels, Belgium.
- Peterson, R., Dvorak, R. D., Woerner, J., De Leon, A. N., Leary, A. V., Klaver, S. J., Burr, E. K., Maynard, M., & Hayden, E. R. Adverse sexual outcomes and dating and sexual protective behaviors among a sample of sexual and/or gender minority individuals. [Poster presentation]. Annual meeting of the International Convention of Psychological Science (ICPS), Brussels, Belgium.
- Leary, A. V., Dvorak, R. D., Burr, E. K., Peterson, R., De Leon, A. N., Klaver, S. J., Maynard, M., Lynch, G., & Hayden, E. R. The role responsible drinking identity has on future protective behavioral strategies, alcohol use, and alcohol problems. [Poster presentation]. Annual meeting of the International Convention of Psychological Science (ICPS), Brussels, Belgium.

- Burr, E. K., Dvorak, R. D., Leary, A. V., Lynch, G., Klaver, S. J., Hayden, E. R., Peterson, R., Maynard, M., & De Leon, A. N. Food addiction Is indirectly associated with sensitivity to punishment and reward via affective lability. [Poster presentation]. Annual meeting of the International Convention of Psychological Science (ICPS), Brussels, Belgium.
- **De Leon, A. N.,** Dvorak, R. D., Peterson, R., Burr, E. K., & Leary, A. V. (November 2022). The Role of Sociocultural Factors on Alcohol Use Behaviors Among Hispanic/Latinx Individuals. 56th annual convention of Association for Behavioral and Cognitive Therapies (ABCT); New York, NY.
- De Leon, A. N., Peterson, R., Leary, A. V., Pinto, D., Kramer, M, K., Marin, A. A., and Dvorak, R. D. (April 2022) Perceived Effectiveness of Alcohol Protective Behavioral Strategies. 10th annual meeting of the Collaborative Perspectives on Addiction (CPA); Portland, Oregon.
- Burr, E. K., Dvorak, R. D., De Leon, A. N., Leary, A. V., Peterson, R., Schaefer, L. M., & Wonderlich, S. A. (June 2022). A national ten-day diary study regarding the influence of eating motives and eating expectancies on the relationship between mood and daily loss-of-control eating. Poster accepted for presentation at the virtual 2022 Annual Convention of International Conference on Eating Disorders (ICED).
- Peterson, R. & Dvorak, R. D., Burr, E. K., Leary, A. V., **De Leon, A. N.,** & Pinto, D. (April 2022). Revised alcohol protective behavioral strategies scale sub-types: Direct and indirect PBS. 10th annual meeting of the Collaborative Perspectives on Addiction (CPA); Portland, Oregon.
- **De Leon, A. N.,** Dvorak, R. D., Peterson, R., Leary, A. N., & Cora, J. L. (June 2021) Protective Behavioral Strategies as a Protective Factor Against Suicidal Ideation Among College Student Drinkers. Research Society on Alcoholism (RSA). San Antonio, TX; virtual due to COVID-19.
- Peterson, R. & Kramer, M. P., De Leon, A. N., Pinto, D., Leary, A. V., Marin, A. A., Cora, J. L., Dvorak, R. D. (June 2021). Protective behavioral strategies (PBS) across various risk factors: A comprehensive review of PBS measurement and associated PBS-related interventions. Research Society on Alcoholism (RSA). San Antonio, TX; virtual due to COVID-19.
- **De Leon, A. N.,** Magri, T., Kramer, M. P., Peterson, R., Pinto, D., Leary, A. V., & Dvorak, R., D. (June 2020). Daily patterns of emotional functioning on drinking and non-drinking days. Research Society on Alcoholism (RSA). New Orleans, Louisiana. (*Virtual Conference*).
- **De Leon, A. N.,** Peterson, R., Piercey, C. J., Leary, A. V., Pinto, D., Kramer, M. P., & Dvorak, R. D. (April 2020). A test of counterfactual thinking theory on intentions to use protective behavioral strategies. Collaborative Perspective on Addiction (CPA). San Diego, CA. (*Virtual Conference*).
- Peterson, R., Leary, A. V., De Leon, A. N., Pinto, D., Kramer, M. P., Marin, A. A., Dvorak, R. D. (April 2020). The health belief model in the context of alcohol protective behavioral strategies.
 Poster to be presented at the Collaborative Perspectives on Addition (CPA) 8th annual

conference, San Diego, CA. (Virtual Conference).

- De Leon, A. N., Moore, K. A., & Christy, A. (2018). The relationship between Marchman Act protective custody holds in emerging adults and Baker Act examinations during childhood. Annual Research and Policy Conference on Children, Adolescent, and Young Adult Behavioral Health. Tampa, FL.
- **De Leon, A. N.,** Moore, K. A., & Christy, A. (2018). The qualitative evaluation of the Marchman Act process in two Florida counties. University of South Florida: Undergraduate Research Conference. Tampa, FL.
- **De Leon, A. N.,** O'Neil, L., Brown, P., & DeMeyer, J. (2017) Factors associated with student's attitudes towards behavioral health. University of South Florida: Undergraduate Research & Arts Colloquium. Tampa, FL.

INVITED TALKS

2021 Addiction Science Journal Club. Discussed findings from the paper Using Counterfactual Thinking Theory Intervention to Change Alcohol Protective Behavioral Strategies Use Intentions.

PREVIOUS PROFESSIONAL EXPERIENCES

2018 – 2019 Drug Court Specialist II

Hillsborough County Court House, Tampa, FL.

- Provided case management services to clients in veteran treatment court
- Reviewed and document drug screenings
- Prepared the docket for the judge and provide recommendations on client's progression through treatment
- Administered VET-Q Assessments and GAIN-I assessments for new clients
- Assisted with the enrollment of clients into a SAMHSA grant funded jail diversion program through veteran treatment court

2018 – 2019 Research Assistant

Baker Act Reporting Center, Tampa, FL.

- Developed a comprehensive knowledge of the Baker Act receiving facilities across Florida
- Developed Baker Act Reporting Center information material to educate the public and stakeholders Assist in the preparation of research protocols for a SAMHSA funded criminal justice
- Assisted in the preparation of research protocols for a SAMHSA funded criminal justice diversion program
- Enrolled clients in the pre-booking jail diversion program and administer

assessments at baseline, follow-up, and at the conclusion of the program

- Assisted in the evaluation of the SAMHSA funded jail diversion program
- Assisted supervisors in daily tasks including data entry and data analysis

2018 –2019 2017-2018	 Student Team Co-Manager Assistant Logistic Coordinator University of South Florida: Office of Innovative Education, Tampa, FL. Project management Developed logistical processes for training staff members Ran, analyzed and compiled data on incoming students Tracked incoming students and assisted in their transition into USF Assisted in the organization and coordination of summer programming
2018	 Internship Northside Behavioral Health Center: Group Homes Observed and engaged with clients to assess their cognitive and social skills
	 Developed an assessment and treatment plan for a client
	 Coordinated activities to assist clients in meeting their goals
	 Assisted clients in job search and resume building through vocational rehabilitation
2018	 Facilitator Research & Policy Conference: Child, Adolescent & Young Adult Behavioral Health, Tampa, FL. Assisted with hosting and moderation presentation sessions Collaborated and network with other professions Facilitated discussion regarding new research in the field
2016 –2017 2016	 Lead Mentor Mentor University of South Florida: Academic Cultural Enrichment Program, Tampa, FL Assisted with incoming first year international and out-of-state students in their transition to USF Coordinated with other mentors and staff members to ensure the safety and success of students Organized and coordinate logistical processes in the office Assisted with hiring and training mentor staff members