

CHEYENNE PACE

Los Angeles, CA, 91303 • cheyennepace.com • cmpace95@gmail.com

Education

California State University, Long Beach -Long Beach, CA
Master of Science: Industrial Organizational Psychology, May
2021
Cumulative GPA: 4.0/4.0

Colorado Mesa University - Grand Junction, CO
Bachelor of Arts: Psychology - Counseling Concentration, May
2018
Cumulative GPA: 3.76/4.0

Experience

Los Angeles Unified School District
Human Resources Specialist III
Human Resources Specialist II
HR Administrative Staff Aide
Human Resources Intern

Los Angeles, CA
April 2023-Present
April 2022-April 2023
April 2021-April 2022
January 2021-April 2021

- Collected, recorded, organized, and analyzed data to support HR priorities and make data-driven decisions
- Conducted compensation and classification studies (i.e., job analyses, class description revisions, position studies, salary surveys, benchmark studies, non-routine pay requests, reclassifications, establishing new classes)
- Served as the analyst-in-charge of examinations (i.e., collaborated with subject matter experts, conducted competency modeling, developed examination materials, recruited applicants, evaluated applicants' education, training, experience, corresponded with candidates, scheduled and proctored examinations, produced eligibility lists)
- Collaborated with key stakeholders (e.g., executives, directors, department heads, union representatives, subject matter experts) to meet Districts' needs
- Developed and analyzed assessment tools (i.e., multiple-choice exams, technical writing projects, interview items)
- Utilized HR information systems, application software, and database programs (e.g., ATS, Adobe, Asana, GoogleDrive, GoogleSheets, Microsoft Office, PGAdmin, SQL, SAP, Teams, Zoom) to support organization objectives

TurningWest / OD Change Leadership Group
Organization Development (OD) Intern

Los Angeles, CA
February 2021-June 2021

- Offered insights into the cultural analysis of clients during team and client meetings
- Participated in executive coaching sessions; prepared and assisted in trainings delivered; prepared client reports
- Located and researched prima facie research on assigned topics such as organizational culture, leadership development, etc.
- Integrated research into delivery of client services

Institute of Applied Behavior Analysis
Employment Specialist

Santa Ana, CA
September 2018-September 2019

- Provided on the job training and daily community support to clients with developmental disabilities
- Identified participants' maladaptive behaviors and barriers to employment; implemented individual support plans
- Completed comprehensive monthly outcome reports, daily case notes, and weekly updates to supervisors

Colorado Mesa University
Career Services Office Assistant

Grand Junction, CO
September 2016-May 2018

- Shadowed career development workshops and career assessment interpretations (Myers-Briggs type Indicator and Strong Interest Inventory) to promote cohesiveness between personality, interests, and career pursuits
- Provided career development resources to the students and alumni of CMU
- Assisted in day-to-day operation of Career Center; provided customer service, scheduled appointments, accepted phone calls, entered student data in database, printed and made copies of handouts, and filed student folders
- Assisted in the execution of CMU Career events (Career job fairs, Graduate fairs, Etiquette dinners)

Community Hospital
Human Resources (HR) Intern

Grand Junction, CO
April 2018-May 2018

- Followed HR policies and procedures (confidentiality) and engaged in clerical duties (filed W-4, I-9, Affirmation of Legal Work Status, benefits, payroll, and education paperwork)
- Shadowed HR generalists in application screenings, conducted reference checks for new employees, and shadowed staff members in conduct issues, problem response, and goal achievement
- Calculated market data in market analysis spreadsheet

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Mesa County Workforce Center

Intern

Grand Junction, CO

January 2018-March 2018

- Completed 180 supervised internship hours
- Shadowed eligibility specialists and Temporary Aid for Needy Family (TANF) and Supplemental Nutrition Assistance Program (SNAP) eligibility caseworkers in conducting intake screenings and interviews
- Provided career resources (Connecting Colorado, resume formatting, assessments, on-the-job training) to low-income individuals

Colorado Mesa University

Resident Assistant Leader

Grand Junction, CO

September 2015-August 2016

- Established and implemented University policies, goals, objectives, and procedures
- Conferred with organization officials and staff members on conduct issues, problem response, and goal achievement
- Mentored and empowered individual residents; was directly responsible for approximately 250 residents
- Developed learning programs and hall displays to assist with student success

Research

California State University, Long Beach (CSULB)

Research Assistant

Long Beach, CA

September 2020-May 2021

Supervisors: Christopher Warren

- Assisted in a supervised research project (i.e., Drawing on Our Biases: Illustrations of Discrimination in the Comic Arts)
- Attended weekly debrief meetings to assess progress and discuss future directions; surpassed tight deadlines
- Polished the project manuscript; performed the literature review; reviewed possible scientific journals to submit manuscript

Colorado Mesa University (CMU), Department of Psychology

Research Assistant

Grand Junction, CO

August 2017-May 2018

Supervisors: Susan Becker, Ph.D.; Brian Parry, Ph.D.

- Won the Rocky Mountain Psychological Association (RMPA) Undergraduate Research Award 2018
- Conducted 2 supervised research projects (i.e., Microaggressions in the Workplace: A Study of Social Group Membership on Workplace Treatment and Stress; Long Term Effectiveness of a Brief Suicide Intervention Gatekeeper Training)
- Created, revised, and distributed Qualtrics surveys to over 1,600 participants; completed institutional review board (IRB) request
- Collected and analyzed data using SPSS software; created presentations using Microsoft Excel, Power Point, and Word
- Attended weekly debrief meetings to assess progress and discuss future directions; surpassed tight deadlines
- Presented research at 2018 RMPA conference

Projects

Southern California Edison

External OD Consultant

Long Beach, CA

May 2021-July 2021

- Collaborated with internal stakeholders and conducted gap analysis
- Developed data collection tools to assess employee resource-management culture (i.e., developed survey, interview and focus group items)
- Attended weekly stakeholder meetings (i.e., brainstormed future directions, reviewed assessment tools)

Issues in Organizational Development (OD) (PSY683) – OD Project

OD Consultant

Long Beach, CA

August 2020-December 2020

- Designed OD intervention for CSULB's College of Health and Human Services (CHHS) Academic Advising Center
- Conducted needs analysis and developed internal and external surveys (i.e., 20-item student experience survey, 50-item Job Incumbent Survey), job observations, and interviews to better understand the environment and the culture of the department
- Facilitated team in establishing guidelines (i.e., clear expectations, performance norms, communication, feedback) for working as a high performing team
- Executed a thorough department analysis and delivered an OD Action Plan proposal to management and key stakeholders

Issues in Training (PSY 686)– Training Project

Training Analyst

Long Beach, CA

August 2020-December 2020

- Formed volunteer training program for The LGBTQ Center Long Beach
- Performed needs analysis within the organization; collected archival data and materials, created and interpreted survey data

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- Created and delivered 7 supplemental training materials (i.e., volunteer orientation PowerPoint, trainer manual, trainee manual, final summary report, volunteer tracking spreadsheet, Qualtrics pre-post test survey) to stakeholders
- Initiated bi-monthly meetings with organization management and stakeholders to review progress

Social Network Analysis (PSY 583) – Social Network Analysis Project

Long Beach, CA

Analyst

January 2020-May 2020

- Analyzed relational patterns of 200 authors in a “Work-life Balance” co-authorship network
- Utilized R and Jamovi V.1.1.9.0 to analyze degree distribution, homophily, degree centrality, and impact factor
- Developed data visualization graphics using Gephi

Group Dynamics (PSY 553)– Virtual Leadership Training

Long Beach, CA

Project Manager

January 2020-May 2020

- Led 3 project associates in creating a virtual leadership training presentation for virtual audience
- Facilitated weekly meetings (in person, over-the-phone, video conference) and created agendas and meeting minutes
- Conducted literature review; determined leader domains and subdomains; identified most effective training strategies
- Created a shared PowerPoint presentation on OneDrive, filmed leadership training using Zoom software
- Constructed pre-posttest surveys and training evaluation forms using Qualtrics
- Analyzed survey response data (e.g., created composite scores for each domain) and conveyed findings in final report

Test Construction (PSY 515) – Scale Development Project

Long Beach, CA

Scale Developer

January 2020-May 2020

- Collaborated with 3 project partners to create “Networking Know-How” scale
- Conducted literature review; determined 5 Networking domains; generated 25-item scale on Qualtrics
- Determined item cutoff scores utilizing subject matter experts (SMEs), conducted 2 think-aloud studies

Organizational Psychology (PSY 581)/Group Dynamics (PSY 553) – Virtual Facilitations

Long Beach, CA

Facilitator

March 2020

- Conducted 2 project facilitations for virtual audience; collaborated with 2 project partners per project
- Delegated topic responsibilities and organized meetings (over-the-phone, video conference)
- Created and submitted virtual facilitation using OneDrive, Google Drive, and Camtasia software

Personnel Psychology (PSY 585)– Job Analysis Project

Long Beach, CA

Personnel Analyst

August 2019-December 2019

- Collaborated with project partners to complete a job analysis project for Nekter Juice Bar
- Conducted job observations and SME interviews
- Created a written job analysis report; this included company and SME introductions, interview questions, task and KSA statement and linkage ratings, and selection test material suggestions (biodata, cognitive ability tests, structured interviews)

Honors / Awards

- Marrion Maccarrell Scott Scholarship Award (Fall 2019-Present)
- Psi Chi International Honor Society in Psychology - Member (Fall 2016-Present)
- Rocky Mountain Psychological Association Undergraduate Research Award (Spring 2018)
- President's List (Fall 2015, 2017; Spring 2018); Dean's List (Spring 2015, 2016, 2017; Fall 2016)
- Resident Assistant Scholarship (Fall 2015-Fall 2016)
- Entrepreneur of the Semester Award - 2nd Place; Business Project Award - 3rd Place (Fall 2015)
- Colorado Mesa University Alumni Association's Highest Success Ratio Award (Spring 2015)

Community Service / Volunteer

OC Pomeranian Rescue – Volunteer (2020), Vineyard Church– Food Pantry Volunteer (2018), International Volunteer HQ [Cusco, Peru] – English Teacher (2018), Associated Student Government - Social Behavioral Sciences Senator (2017-2018), Psychology Club - Vice President and Public Relations Officer (2017-2018), National Alliance on Mental Illness - Public Relations Officer (2016-2017), Ho'olokahi Polynesian Alliance Member (2014), Habitat for Humanity - Volunteer (2014), New Hope Oahu – Volunteer (2011-2014), Kapaolono Summer Fun- Junior Leader Volunteer (2010), Kuakini Medical Center Nursing Home – Volunteer (2009-2010)