**GALLAGE STEPHANIE C. DE SILVA**

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**PROFILE**

A self- starter and quick learner. Organized behavioral science professional, successful at managing multiple priorities while maintaining a strong work ethic and exhibiting a positive attitude. Adept at delivering compassionate and empathetic mental health services to patients across diverse cultural backgrounds.

**EDUCATION**

**Saint Elizabeth University,** Morristown, NJ, *August 2022 – Present*

Master of Arts, Counseling Psychology

GPA: 3.95

**Ramapo College of New Jersey,** Mahwah, NJ, *September 2019 – June* *2021*

Bachelor of Science in Social Work (BSW)

**Bergen Community College, Paramus, NJ,** September 2015 – May 2019

Associate of Science in Professional Studies

**AWARDS**

Dean’s List Fall 2020

Dean’s List Spring 2021

Psi Chi – The International Psychology Honor Society

**TECHNICAL SKILLS**

Languages: English, Sinhala

Computer: Microsoft Office, Google Applications, Kurzweil 3000, Jaws, and ZoomText

**RELEVANT EXPERIENCE**

**Enhance Program/ Center of Health and Counseling Services at Ramapo College of New Jersey,** Mahwah, NJ, *September 2020– May 2021*

Peer Mentor

• Met with the students individually once a week and discussed their academic progress.

• Organized social events and drop-in hour once a week with other peer mentors.

**Push to Walk,** Oakland, NJ, September 2019*– December 2019*

Office Assistant

• Interacted with 20+ clients daily and scheduled appointments via telephone or email.

• Followed up with clients and cold called potential patients to increase overall business.

• Provided personalized customer service and answered questions regarding physical rehabilitation and therapy.

**Turning Point/Office of Specialized Services at Bergen Community College,** Paramus, NJ, *September 2016– May 2019*

Student Mentor/ Assistive Technology Specialist Student Aid

• Supervised and oversee 3+ interns annually and assigned them with daily tasks and assignments.

• Assessed and filled out student improvement forms weekly focusing on areas of improvement.

• Facilitated, staffed, and organized fundraising initiatives including bake sales and dinners.

• Coordinated with the acquisition of materials in alternate format for 10+ visually impaired students.

• Supervised 50+ notetakers to fill the timesheets.

**WORK EXPERIENCE**

**Saint Elizabeth University, Morristown, NJ,** *October 2023- Present*

Accessibility Services- Exam Proctor

• Proctoring exam for undergraduate students.

**Saint Elizabeth University, Morristown, NJ,** *June 2023- Present*

Student Success Center- Office Assistant

• Planning events for the department, such as Eagles Day 2023.

• Assist the department with administrative tasks.

**Saint Elizabeth University,** Morristown, NJ, *September 2022 – Present*

Graduate Assistant

• Administer exams.

• Lead study groups.

• Assist the department with administrative tasks.

• Assist faculty as requested.

**Institute of Psychiatry at Medical University of South Carolina,** Charleston, SC**,** *June 2021- June 2022*

Therapeutic Assistant

• Provided patient care as directed by a Multidisciplinary treatment program.

• Supervised and assured assignments are completed at the end of every shift.

• Provided documentation and report on patients to the charge nurse and in EPIC.

• Provided short-term, acute crisis stabilization for a broad range of psychiatric disorders.

• Assisted patients with admission and discharge processes.

• Participated in unit staff meetings, hospital committees, program developments and innovations which will enhance the quality of services provided to patients.

• Monitored and promoted safety of a therapeutic milieu.

• Assured patients activities of daily living are maintained.

• Organized work time to respond to established priorities.

**Office of Specialized Services at Ramapo College of New Jersey,** Mahwah, NJ, *January 2020– June 2020*

Assistive Technology Specialist Student Aid

• Coordinated with the acquisition of materials in alternate format for 10+ visually impaired students.

**School of Social Science and Human Services,** Mahwah, NJ, *September 2019– June 2020*

Student Aid

• Engaged in administrative duties including answering incoming phone calls, emails, and copying materials.

• Prepared 200+ student evaluations for faculty and adjunct instructors.

**EXTRACURRICULAR ACTIVITIES**

**South Asian American Tradition Heritage Club,** Paramus, NJ, *Fall 2018–Spring 2019*

Vice-President

• Organized events to introduce South Asian Culture and tradition.