

Michelle Tan

Rosemead, CA

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EDUCATION:

Education Specialist Degree in School Psychology (Ed.S.) **Spring 2027**
Added Certificate in Applied Behavior Analysis
California State University, Los Angeles

Bachelor of Arts in Psychology, Emphasis in Cognitive Psychology (B.A.) **Spring 2024**
California Polytechnic State University, Pomona
Summa Cum Laude

AWARDS:

Conference Presentation Award Recipient 2024
Issued by Cal Poly Pomona Office of Undergraduate Research

CalABA Student Scholarship Recipient 2024
Issued by the California Association for Behavior Analysis

Psychology Department Outstanding Professional Development Award Recipient 2024
Issued by the Department of Psychology at Cal Poly Pomona

McGoldrick Award Recipient 2024
Issued by the College of Letters, Arts, and Social Sciences at Cal Poly Pomona

Conference Presentation Award Recipient 2023
Issued by Cal Poly Pomona Office of Undergraduate Research

Dean's List 2020-2024
Issued by Cal Poly Pomona Office of the President

President's List 2020-2024
Issued by Cal Poly Pomona Office of the President

RELEVANT COURSEWORK:

California State University, Los Angeles (2024-2027)

Year 1:

Fall 2024

Lifespan Development for Counselors
Counseling Strategies
Applied Behavior Analysis
Seminar: School Psychology
Research Method Single Subject Design

Spring 2025

Ethical, Legal, Professional Issues in Counseling
Disability in Schools & Society
Individual Clinical Counseling
Assessment & Report Writing

Summer 2025

Research in Counseling

California Polytechnic State University, Pomona (2020-2024)

Child Observation & Assessment	Organizational Behavior	Statistics with Applications
Basic Counseling Skills	Organizational Psychology	Statistics for Psychology
Basic Developmental Psychology	Psychology of Personality	Research Methods in Psychology
Child Psychology: Middle Childhood	Abnormal Psychology	Experimental Psychology
Child Psychology: Early Childhood	Mind, Brain, & Behavior	Cognitive Processes
Drugs & Society	Health Psychology	Cognitive Science

SKILLS:

Speaking Language Fluency:

Native English, Proficient Cantonese

Receptive & Translative Language Fluency:

Proficient Cantonese, Proficient Chiu-Chow, Proficient Hokkien, Proficient Vietnamese, Elementary Mandarin

CERTIFICATIONS:

Field-Based

Psychological Testing Technician (PTT) | California Board of Psychology

Issued Feb 2025 · Exp. Feb 2026

Certificate of Clearance (COC) | California Commission on Teacher Credentialing

Issued Jan 2024 · Exp. Feb 2029

Tuberculosis (TB) Clearance

Issued Sep 2024 · Exp. Sep 2025

Student & Educational Records Privacy (FERPA) | Thomson Reuters

Issued Feb 2023

Applied Behavior Analysis Technician (ABAT) | Qualified Applied Behavior Analysis Credentialing Board

Issued Dec 2022 · Exp. Oct 2024

Research-Based

Social & Behavioral Research | CITI Program

Issued Sep 2024 · Exp. Sep 2027

Introduction to Human Subjects | CITI Program

Issued Aug 2022 · Exp. Aug 2027

Responsible Conduct of Research (RCR) | CITI Program

Issued Aug 2022 · Exp. Aug 2027

Electroencephalogram Certified Lab Technician (EEG) | Cal Poly Pomona EEG Lab

Issued Jun 2022

Training-Based

Youth Suicide: Awareness, Prevention and Postvention | Keenan Safe Schools Training

Issued Aug 2024

Bullying Recognition & Response | Keenan Safe Schools Training
Issued Aug 2024

Mandated Reporter: Child Abuse & Neglect in California | Keenan Safe Schools Training
Issued Aug 2024

Recognizing Grooming in High School | Keenan Safe Schools Training
Issued Aug 2024

Skills for Psychological Recovery (SPR) | The National Child Trauma Stress Network
Issued Apr 2024

TEACHING ASSISTANT AND GRADING EXPERIENCE:

Teaching Assistant & Grader at California Polytechnic University, Pomona

Spring 2024

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| • FRL 1001.01 Personal Money Management | Dr. Steven Lee |
| • FRL 3000.04 Managerial Finance | Dr. Steven Lee |
| • FRL 4842.01 Real Estate Law | Dr. Steven Lee |
| • PSY 2201.01 Introduction to Psychology | Dr. Brittany Bell |
| • PSY 3326.01 Health Psychology | Dr. Vanessa Kettering |
| • PSY 3334.01 Cognitive Processes | Dr. Nicholas Von Glahn |
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Fall 2023

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| • PSY 2222.01 Careers in Psychology | Dr. Sara Langford |
| • PSY 3307.04 Statistics in Psychology | Dr. Sara Langford |
| • PSY 4490.01 Leaderships and Teams | Dr. Sara Langford |
| • PSY 3326.02 Health Psychology | Dr. Rhonda Rodgers |
| • PSY 3326.04 Health Psychology | Dr. Vanessa Kettering |
| • PSY 4150.03 Abnormal Psychology | Dr. Brittany Bell |
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Spring 2023

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| • PSY 2222.01 Careers in Psychology | Dr. Sara Langford |
| • PSY 2222.02 Careers in Psychology | Dr. Sara Langford |
| • PSY 2222.04 Careers in Psychology | Dr. Sara Langford |
| • PSY 4611.01 Senior Symposium: Organizational Leadership | Dr. Sara Langford |
| • PSY 3305.01 Basic Developmental Psychology | Dr. Vanessa Kettering |
| • PSY 3326.01 Health Psychology | Dr. Vanessa Kettering |
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Fall 2022

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| • PSY 3326.04 Health Psychology | Dr. Rhonda Rodgers |
| • PSY 4611.01 Senior Symposium: Organizational Leadership | Dr. Sara Langford |
| • PSY 4490.01 Leadership and Teams | Dr. Sara Langford |

RESEARCH EXPERIENCE:

Behavior Analysis Supervisee & Graduate Research Assistant (BRIEJ Lab)

Los Angeles, CA

California State University, Department of Special Education & Counseling

October 2024 - Present

Research Advisor: Dr. Denice Rios of the Applied Behavior Analysis M.S. Program

- Receives lab advisement and fieldwork supervision hours accumulation under Dr. Denice Rios.
- Will be conducting data collection for an upcoming study on telehealth caregiver support.
- Contributed to the development of an intake form for upcoming study for research and clinical use.
- Conduct inclusivity, equity and justice research projects.

Collaborative Research on Educational-Equity and Wellbeing (CREW) Lab Manager

Los Angeles, CA

California State University, Department of Special Education & Counseling

September 2024 - Present

Research Advisor: Dr. Sarah Manchanda of the School Psychology Ed.S. Program

- Manually developed and designed the official lab website interface, ensuring accessibility-friendly design.
- <https://drmanchandalab.wixsite.com/crewresearchlab>
- Designed and developed spreadsheets to organize individual availability.

Client-Facing Financial Misconduct Research Assistant

Pomona, CA

California Polytechnic State University, Pomona, College of Business Administration

May 2023-January 2025

Research Advisor: Dr. Steven S. Lee of the Department of Finance, Real Estate & Law

- Conducted deep-dive analysis in manual data scraping and finalized clean n=1000 financial advisor sample.
- Collaborated closely with financial advisors and economists on topics relating to client-facing misconduct.
- Developed literature review sections for academic papers.

Electroencephalogram (EEG) Lab Manager

Pomona, CA

California Polytechnic State University, Pomona, EEG Lab

January 2022 - May 2024

Research Advisor: Dr. Kevin Autry of the Department of Psychology

- Programmed spreadsheets to track individual availability and outline lab-space occupancy to prevent utility overlap between 2 labs in the Department of Psychology.
- Conducted new cohort onboarding trainings for several cohorts for EEG protocol certifications.
- Managed & conducts inventories on lab supplies & equipment restock.

Cognitive Processes Research Assistant

Pomona, CA

California Polytechnic State University, Pomona, Mental Processes Lab

July 2021 - May 2024

Research Advisor: Dr. Kevin Autry of the Department of Psychology

- Trained in the utilization of cold pressor machine for experimentation through the use of rising & falling shepherd tones for magnitude processing of pain perception through pitch manipulation.
- Certified in the utilization of EEG 32-electrode capping system to run individual subjects for 2-hour capping protocols.
- Learned IRB-submission protocols and how to navigate systems for quantitative analysis of collected behavioral data.

PROFESSIONAL EXPERIENCE:

School Psychology Success Coach

Los Angeles, CA

California State University, Department of Special Education & Counseling

February 2025 - March 2025

Supervisor: Dr. Nicole Garcia of the School Psychology Ed.S. program

- Provided 1:1 sessions with an adolescent client for 8-week long meeting sessions.
- Created individualized and bilingual progress reports in (English and Spanish) to facilitate clear, culturally responsive communication with parents
- Implemented and adapted the MATCH protocol to guide intervention strategies and session structure.

Speech & Debate Coach

Rosemead, CA

Rosemead High School

October 2024 - Present

- Actively applies learned principles of School psychology and Applied Behavior Analysis (ABA) to guide and enhance student learning, performance and promotion of self-esteem and confidence.
- Provides concentrated coaching in a variety of public speaking and debate events for a team of 18 students.
- Advocated and received school funding for tournament competition attendance for high school youth.

Psychometrist

Newport Beach, CA

OC Psychology Center

January 2024 - Present

- Under the supervision of a licensed clinical psychologist, Dr. Brittany Bell.
- Determined statistical significance when evaluating and rating neuropsychological assessments.
- Administers ADOS-II Assessment protocol to parents of children being tested.

School Behavioral Specialist Shadowing

Azusa, CA

Azusa Unified School District

May 2023 - May 2024

- Under the mentorship of District Psychologist, Mrs. Victoria Torres, Ed.S., NCSP, BCBA.
- Assisted with interpretation of collected observation data to categorize into (ABC) Model to identify functions of behavior.
- Observed behavior specialist's classroom practices, training protocols, and understanding of role in the school district setting with exposure to Individualized Education Plan (IEP), Behavior Intervention Plan (BIP), (SEIS) software, and (FBA) protocols.

Behavior Interventionist

Covina, CA

360 Behavioral Health California Psychcare

June 2022 - March 2025

- Provides direct ABA evidence-based services with 2-3 weekly sessions for 4 permanent clients in diverse settings with the goal of achieving positive behavioral outcomes.
- Observes & tracks data, preparing detailed notes demonstrating empathetic listening with prioritization of parents and supervisors feedback for client intervention.
- Displays quick adaptability, critical thinking, & innovative problem-solving prepared for spontaneous client case coverages across various settings: schools, in-home, clinic.

Supplemental Teaching Assistant/Grader

Pomona, CA

Cal Poly Pomona Psychology Department

August 2022 - May 2024

- Evaluated, graded, & returns assignments within 1 week timeframe of submission on a rolling basis.
- Offered course concept support via office hours and responsive emails to (\geq 650 students) per semester and conducted statistical analytics on assignment completions to project pass/fail rates, identify at-risk students, and formatted a wellness check system (StuLens) to identify and intervene normative student

behavior utilizing individualized targeted approach to promote course performance contingent on student engagement.

- Applied learning through development of Jeopardy-based review.

Academic Registration Counseling Assistant

Pomona, CA

Cal Poly Pomona CLASS Student Success Center

June 2021 - August 2023

- Under the supervision of higher education professional, Mrs. Annette Mastin.
- Provided on-the-spot registration counseling, course recommendations, & strategized with diverse student circumstances, successfully enrolling a total of 58 cohorts of freshmen and transfers into 12-15 semester units across various majors in the span of 3 years (≤ 35 students per cohort) for a grand total of 1055 students.
- Evaluated & advised change of major cases, course troubleshooting, curriculum completion analysis, transfer credit reports, basic IT navigation with projector systems and online interfaces.
- Maintained communication with academic advisors & chairs and utilizing reflective listening skills, calming strategies, critical thinking, and tone adjustment to provide individualized support and reassurance to enrolling students.

Graduation Analyst for the Associate Dean

Pomona, CA

Cal Poly Pomona College of Letters, Arts, And Social Sciences

January 2023 - May 2023

- Under the supervision of CLASS Associate Dean, Dr. Brianne Davila.
- Analyzed stats compiled from manual review of individual academic records of all GEMS majors, providing strategic curriculum swap recommendations to expedite graduation timelines to support graduation and retention rates.
- Authored official Graduation Initiative 2025 Analytics Annual Report for CLASS from College Annual Report Data Book.
- Conducted outreach & interviews of academic advisors in high school & university settings to develop target strategies & report for university-wide mentor network, with analysis aimed at assessing student growth for employment and mentorship opportunities pre & post-grad across all university major programs.

School Site Council Board Member

Rosemead, CA

Rosemead High School Plan For Student Achievement

September 2019 - June 2020

- Evaluated California Assessment of Student Performance and Progress (CAASPP) scores.
- Assisted development of the School Plan for Student Achievement (SPSA), with a projected spending allocation goal of \$50,000 from a \$594,000 budget to address academic disparities and to promote equity.
- Utilized active listening & provided strategic feedback with principal, administrators, parents, & peers for the promotion of student achievement.

CONFERENCE PRESENTATIONS:

“Exploring The Influence of the Mental Timeline on Recognition Memory with Electroencephalography”

April 2024 | Western Psychological Association

Senior Project: “Exploring the Effects of Negative and Positive Instruction”

April 2024 | Lowell Overton 14th Undergraduate Symposium - California Polytechnic University, Pomona

“Exploring the Backfire Effect to Unlicensed Negation using Event-Related Potentials”

April 2023 | Western Psychological Association

“Manipulating Pitch to Influence the Perception of Pain”

April 2023 | Lowell Overton 14th Undergraduate Symposium - California Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS:

Coach, National Speech & Debate Association (NSDA)

Member, National Association for School Psychologists (NASP)

Member, School Psychologist Student Association (SPSA)

Member, California Association for Behavior Analysis (CalABA)

Member, The Union of Academic Student Workers at the CSU (UAW 4123)

Member, Psi Chi Honor Society (PSHS)

REFERENCES:

Dr. Kevin Autry, Cognitive Psychology Professor
ksautry@cpp.edu

Dr. Brianne Davila, Associate Dean
badavila@cpp.edu

Ms. Annette Mastin, Academic Advisor
amastin@cpp.edu

Dr. Brittany Bell, Licensed Clinical Psychologist
bbell@cpp.edu

Mr. Tommy Jia, Board Certified Behavior Analyst
ljia@360bhmail.com

Ms. Sidney Ho, Board Certified Behavior Analyst
sidneyho1097@gmail.com