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| Rivka Biggs  |  | | --- | |  | | [rbiggs@mail.yu.edu](mailto:rbiggs@mail.yu.edu)Brooklyn, NY | |  | | 9179922150 | | Objective Seeking a position in which I can grow professionally and utilize my skills in organization and communication and knowledge in the field of psychology in the best possible way. | | Skills Research Skills  Strong Organizational Skills  Excellent Interpersonal Skills  Adaptable  Creative Problem-solving Skills  Proficiency in Microsoft/Excel/PowerPoint/SPSS/Canva  Working Proficiency in Yiddish |  Availability 12 hours weekly | |  | | --- | | Experience **SOCIAL WORK INTERN / YESHIVA ACADEMY OF MILL BASIN**  September 2021-June2022  Clinical sessions with k-12 Students, working with teachers, administrators and parents to implement treatment plans across settings, Group sessions with K-12 students. Coach/ GymiesFebruary 2016- Current Duties include: Safe and engaging child care, instruct and train children ages 3-17, communicate effectively with students about what was required of them, Responsible for the safety and wellbeing of students. Researching effective methods for teaching skills, and creating an engaging and challenging curriculum Program Director/ Miryams HouseOctober 2020- October 2021 Duties included: Creating a growth environment for residents in a SAMHSA supportive housing facility. Communicating with and facilitating communication between residents’ treatment team members. Assisting communication and conflict resolution between resident and between resident and staff members. Hiring and training staff, interviewing and vetting potential residents. Ensure residents are abiding by resident contracts. Oversight of basic house maintenance. Secretary/gymiesJanuary 2020- March` 2020 Duties included: answering phone calls, student intake, billing, emergency management, maintain detailed records of student injuries and complaints, handle clientele issues, event organization, and facilitating communication between staff and parents childrens Program Director/ Chabad of greatneckOctober 2012- December 2014 Duties included: Managing a team of volunteers, creating programs, interacting with parents and caregivers and supporting individuals and volunteers during the program | | EducationMasters of Social Work/ Expected Graduation 2023Wurzweiler School of Social Work Yeshiva UniversityCasac ProgramB.A. Psychology/ 2020Queens College CUNY 3.3 GPA  Coursework in Behavior Analysis, clinical psychology, psychopathology, human motivation, and developmental psychology | | Volunteer experience or internship Big and Little Sisters Jerusalem- Weekly volunteer work  September 2015- Junes 2016  Mentoring children from disadvantaged communities, creating and implementing fun and engaging activities  Friendship Circle Great Neck/ Sunday Circle-volunteer work  2013  Assisting special needs children on weekly trips, forming strong relationships with special needs children and their families | |