

ALYSSA MITCHELL-CHAVEZ
(623) 209-4427 amitchell930@gmail.com

Education

The University of Kentucky
Ph.D. School Psychology

Lexington, AZ
Anticipated May 2023

Northern Arizona University
Bachelor of Science - Accountancy
Bachelor of Science in Business Administration - Finance

Flagstaff, Arizona
May 2013

Research Experience

Fellow
2018

University of Arizona
Tucson, AZ

Access, Wellness, and Relational Determinants of School Success (AWARDSS) Program

- Selected to participate in a yearlong research program, including research apprenticeship
- Received specialized training in educational research
- Participated in graduate level writing courses, with a focus on developing the literature review and research methods
- Received mentorship from multiple faculty members specializing in research and writing

Research Assistant
2018

University of Arizona, Tucson, AZ
Tucson, AZ

Mentor: Andrew Gardner, PhD

College of Medicine, Department of Psychiatry

- Prepared and submitted Institutional Review Board paperwork
- Created consent, assent, and data abstraction forms
- Developed and wrote literature reviews
- Edited and reviewed various manuscripts

Graduate Research Assistant
2018-2019

University of Arizona
Tucson, AZ

Mentor: Michael Sulkowski, PhD

College of Education, Department of Disability and Psychoeducational Studies

- Conducted interdisciplinary research with faculty from various colleges (e.g., College of Education, College of Public Health)
- Reviewed and coded articles for a meta-analysis
- Participated in team meetings and assisted in research conceptualization

Global Investment Research Challenge
2012-2013

Northern Arizona University
Flagstaff, AZ

- Selected to participate in a yearlong research program
- Worked in a team to produce a sell-side research report on Kona Grill.
- Interviewed the CEO and CFO of Kona Grill
- Performed extensive additional financial, market, and company research
- Prepared and gave a professional presentation on the stock recommendation in the Phoenix Regional competition
- Placed 2- in the regional competition

Presentations

Gardner, A. W., Hartzell, R. I., & **Mitchell-Chavez, A. M.** (May, 2019). *Efficacy of Using the Function of Behavior MEDICAL Screening Tool to Hypothesize Function of Behavior in a Clinical Setting*. Paper will be presented at the Association for Behavior Analysis International Annual Convention, Chicago, IL.

Sulkowski, M. L. & **Mitchell-Chavez, A. M.** (February, 2019). *How School Psychologists Can Protect Unauthorized Immigrant Students*. Paper presented at the National Association of School Psychologists Annual Convention, Atlanta, GA.

Mitchell-Chavez, A. M., & Gardner, A. W. (August, 2018). *A Comparative Analysis of the Function of Behavior Screening Tool for Medical Professionals (FOB-MED) and in-Vivo Functional Analysis Methodology for Childhood Challenging Behavior*. Poster presented at The Undergraduate Research Opportunities Consortium's Summer Colloquia, The University of Arizona, Tucson, AZ.

Mitchell-Chavez, A. M., & Gardner, A. W. (August, 2018). *A Comparative Analysis of the Function of Behavior Screening Tool for Medical Professionals (FOB-MED) and in-Vivo Functional Analysis Methodology for Childhood Challenging Behavior*. Paper presented at The Undergraduate Research Opportunities Consortium's Summer Colloquia, The University of Arizona, Tucson, AZ.

Publications

Mitchell-Chavez, A. M., & Gardner, A. W. (August, 2018). *A Comparative Analysis of the Function of Behavior Screening Tool for Medical Professionals (FOB-MED) and in-Vivo Functional Analysis Methodology for Childhood Challenging Behavior*. The Undergraduate Research Opportunities Consortium's Summer Colloquia, The University of Arizona.

Field Experience

Practicum Student
2018 – Present

Sam Hughes Elementary & Wheeler Elementary
Tucson, AZ

Site Supervisor: Tracy Howard, PhD

- Administer various cognitive and achievement assessments as part of comprehensive psychoeducational evaluations
- Conducted observations as part of a comprehensive psychoeducational evaluation
- Administered various social-emotional assessments
- Collaborated with general education teacher on class-wide and individual consultation
- Assisted in writing psychoeducational reports
- Participated in initial evaluation, review of data, staff meetings, and MET meetings

Practicum Student
2017-2018

Roskrige Bilingual K-8 School
Tucson, AZ

Site Supervisor: Susan Petti, EdS

- Administered various cognitive and achievement assessments as part of comprehensive psychoeducational evaluations
- Completed functional behavioral assessment and behavior intervention plan
- Observed general education and self-contained classrooms
- Observed initial evaluation, review of data, and MET meetings

Work Experience

Teaching Assistant
2018 – 2019

University of Arizona
Tucson, AZ

- Answer student questions pertaining to course materials
- Attended class to answer student questions
- Evaluate homework and projects to ensure students understood course concepts

Data Entry Specialist
2017- 2018

University of Arizona Online
Tucson, AZ

- Support development and enhancement of data integrity controls
- Verify entered data, ensuring accuracy
- Daily review and cleanup of outbound call campaign lists in dialer technology
- Assists in maintaining and reviewing department tracking reports
- Assists in preparing, building, and reviewing system sourced communications

Accounting Assistant
2016-2017

Coast & Mountain Properties
Flagstaff, AZ

- Process vendor payments
- Draft invoices and past-due letters for tenants
- Prepared monthly financial statements
- Maintained bank reconciliations

Chief Operating Officer/Financial Advisor
2015-2016

Four Peaks Wealth Management
Flagstaff, AZ

- Oversee operations and coordinated with partners to promote asset growth
- Coordinated and organized biweekly research and marketing meetings
- Prepared monthly, quarterly, and yearly financial statements
- Assisted in financial modeling, financial analysis, risk-tolerance assessments, and retirement illustrations
- Complete back office tasks including forms, record maintenance, correspondence, and executing trades
- Developed asset allocation models while minimizing risk

Credit Analyst
Management
2013 – 2014

Industrial Alliance Portfolio
Scottsdale, AZ

- Assist in managing a \$1 billion portfolio by performing research and financial statement analysis
- Perform fundamental research and analysis of the utility sector
- Present buy/sell recommendations to the president and portfolio manager.
- Analyze financial statements and identify undervalued securities to be added to the portfolio
- Support the senior credit analyst and portfolio manager with economic and industry forecasts
- Meet with upper management and investor relations to ask follow-up questions
- Attend conferences specific to the utility sector

- Finance Tutor Northern Arizona University
2012-2013 Flagstaff, AZ
- Determined students' needs for assistance and provided guidance
 - Conducted individualized tutor sessions to assist students with homework and test preparation.
 - Implemented exercises to facilitate academic improvement

Awards

Lyman T. Johnson Fellowship 2019
Awarded to graduate students from diverse backgrounds at the University of Kentucky

UROC/AWARDSS Fellow 2018
Awarded to selected minority students that had an interest in pursuing a PhD

Graduate Access Fellowship 2017-2018
Awarded to selected first-generation college students in the amount of \$4,000

Franke Scholarship 2012-2013
Awarded to selected first-generation college students in the amount of \$5,000

Deans Scholarship 2009-2013
Awarded to students showing high academic achievement in high school

Skills

Financial: Bloomberg, FactSet Data Systems, EDGAR, SNL Energy, Fitch, QuickBooks Online, Yardi,

Computer: Excel, PowerPoint, Word, Adobe Photoshop, Adobe Lightroom, Slate, EndNote, R Studio

Professional Organizations

International School Psychology Association - Member	2017-Present
National Association of School Psychologists - Member	2017-Present
National Society of Collegiate Scholars - Member	2009-Present
Student Association of School Psychologists – Vice President	2018-2019
Southern Arizona School Psychologists - Member	2017-2019
Toast of Flag - Treasurer	2015-2016

Community Service

Student Association of School Psychologists Mentor 2018-2019

Northern Arizona Housing Solutions 2015-2017
Member of the Finance Committee

Osher Life Long Learning Institute 2015-2016
Volunteer – Prepared material for finance courses