

# COURTNEY A. BURNS

5136 Exton Park Loop, Castle Hayne, NC 28429 · 919.218.4643  
[caburns@alumni.peace.edu](mailto:caburns@alumni.peace.edu) · [www.linkedin.com/in/courtneyburns](http://www.linkedin.com/in/courtneyburns)

I completed a master's degree program in psychological science from the University of North Carolina, Wilmington, in May 2020. My thesis focused on attentional control and levels of mindfulness in victims of intimate partner violence. I have extensive experience conducting social and behavioral research, including developing study protocols, managing data collection, conducting data cleaning & analysis, and presenting results using written reports and presentations.

## EXPERIENCE

**OCT 2020 – DEC 2020**

**TESTING COORDINATOR**, LGTV SET UP 5 PRODUCTIONS, INC: THIS COUNTRY

- Managed and updated a database containing cast & crew information and testing results.
- Helped run testing sites by checking in individuals and assisting the nurse with sample collection.
- Contacted third-party testing sites to arrange pre-travel and off-site testing for those traveling from outside the area.

**SEPT 2020 – OCT 2020**

**COVID TESTING COORDINATOR**, GOVERNMENT ISSUE LLC: SCREAM 5

- Responsible for setting up testing appointments for new hires and day players to clear employees and cast for travel and employment.
- Managed weekly testing schedules for over 150 crew and cast members and ensured all workers followed COVID-19 protocols, including temperature checks and completing symptom questionnaires.
- Checked testing results daily and entered them into a master spreadsheet for contact testing if needed.

**AUG 2018 – MAY 2020**

**GRADUATE TEACHING ASSISTANT**, UNCW – DEPARTMENT OF PSYCHOLOGY

- Assisted psychology department professors in teaching the Experimental Psychology undergraduate class.
- Graded and provided feedback on laboratory reports, assignments, and exams.
- Developed assignments and quizzes and gave feedback to students on APA standards and expectations.

**MAR 2015 – JUL 2018**

**NATIONAL REPORTING COORDINATOR**, NC COMMUNITY COLLEGE SYSTEM

- Managed and submitted all grant reporting, including Basic Skills and Career and Technical Education, to the federal government for performance accountability.
- Acted as the State Coordinator for IPEDS reporting, handling all community college questions, concerns, and requests. Assured that all surveys were locked and completed by the specified due date.

- Built process flows in SAS Enterprise Guide to complete federal reporting by pulling data from various sources, performing analysis and merging variables, and finalizing data tables.
- Provided research support to all departments within the System Office.

**NOV 2012 – MAR 2015**

**UNC GENERAL ADMINISTRATION, RESEARCH ASSOCIATE**

- Trained over 50 new hires on the use of the database system and data entry.
- Conducted statistical analyses on grant objectives for reporting to the U.S. Department of Education.
- Created evaluations and surveys for over 20 events and training to help determine the program's effectiveness in local school districts.
- Oversaw the improvement and development of new features within an in-house data management system, which resulted in improved data quality and user experience.

**MAY 2008 – MAY 2011**

**RTI INTERNATIONAL, EDUCATION ANALYST**

- Recruited and interviewed participants for internally produced surveys funded by the U.S. Department of Education.
- Collected data in various ways, including internal research, literature reviews, in-person contact, and written requests. Interpreted data using statistical programming and databases.
- Documented data using internal databases and helped in creating programs to store and house data as needed.
- Member of the team responsible for training and supporting over 70 contractors hired to key and code over 60,000 transcripts.

## EDUCATION

**MAY 2020**

**M.A. – PSYCHOLOGICAL SCIENCE, UNIVERSITY OF NORTH CAROLINA WILMINGTON**

GPA: 3.93

**MAY 2003**

**B.A. - PSYCHOLOGY, PEACE COLLEGE**

GPA: 3.97

## SKILLS

- Statistical Packages: R, SAS, SPSS
- Spreadsheets: Excel, Google Sheets
- Survey Platforms: Qualtrics, Survey Monkey

## ACTIVITIES

NCAIR – North Carolina Association of Institutional Researchers Member 2014 – 2018

University of North Carolina Wilmington Graduate Student Association Member 2018 – 2020

## PAPERS & PUBLICATIONS

**Burns, C. A.** (2020). *Using Construal-Level Theory to Assess Threat Bias, Emotion Recognition, and Mindfulness in IPV Victims*. (Unpublished master's thesis). University of North Carolina, Wilmington, Wilmington, NC.

**Charles, K. J., Dempsey, T. L., Burns, C. A., Parish, E. B. & Hudson, J.** (2012). *Evaluation of the Implementation of the Differentiated Accountability Program*. Technical report prepared for U.S. Department of Education Office of Planning, Evaluation, and Policy Development; Policy and Program Studies Service.

**Heuer, R., Charles, K. J., & Burns, C. A.** (2010). No boundaries: the role of mobility in recruiting new teachers and developing new leaders. In J. Rhoton (Ed.), *Science education leadership: best practices for the new century* (pp. 199-212). Arlington, VA: NSTA Press.