

Megan Cheng

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EDUCATION

08/2022 – present
Long Beach

Industrial/Organizational Psychology | Masters of Science California State University, Long Beach

- Master of Science degree candidate; anticipated completion May 2024

08/2016 – 05/2021
Long Beach

Psychology | Bachelor of Arts California State University, Long Beach

- Minor in Gerontology- *Program of Merit*
- President's List Honoree *Fall 2019 - Spring 2021*

WORK EXPERIENCE

11/2022 – present
Los Angeles, CA

Personnel Research Analyst Intern City of Los Angeles

- Oversee the exam process of multiple Public Safety positions.
- Arrange SME participants for role-specific tasks (e.g., Job Analysis, Staff Review, Training & Experience, Interviews, Post-Test Review).
- Develop job bulletins for continuous and intermittent exams.
- Conducted thorough data analysis on employee performance metrics, resulting in the identification of key trends and patterns that informed talent acquisition strategies for the organization.
- Collaborated with senior personnel analysts to assess the validity of exam items based on a statistical analysis of response outcomes.

09/2022 – 11/2022
Pasadena, CA

Human Resources Internship LACERA

- Managed and instituted career advancement opportunities for requesting Benefits Staff (e.g., CPA Certificate).
- Collaborated with HR team to develop career ladders and career advancement opportunities.
- Developed monthly HR newsletters promoting current employee education and training opportunities.

09/2021 – 09/2022
Burbank, CA

Conflicts Analyst Wood, Smith, Henning, & Berman, LLP

- Conducted conflict of interest searches, analyzed potential conflicts, and provided recommendations to attorneys and staff.
- Used database research and analysis to identify potential conflicts of interest in legal matters.
- Effectively communicated findings to attorneys and staff in a clear and concise manner.
- Developed and maintained strong relationships with attorneys and team members to ensure timely and accurate conflicts checks.
- Identified patterns and connections in large amounts of data and information.

07/2020 – 08/2021
Rosemead, CA

Fulfillment Center Associate Amazon

- Perform picking duties in an efficient manner that meets department productivity standards.
- Excellent attention to detail and ability to follow through on issues.
- Work successfully with diverse group of coworkers to accomplish goals and address issues related to products and services.
- Collaborated with cross-functional teams to optimize warehouse layout and implement efficient inventory management systems

08/2020 – 01/2021
Long Beach, CA

Volunteer Senior Caller and Emergency Food Organizer Lutheran Towers

- Reinforced well-being in the community by participating in organized communication with an elderly individual.
- Integrated knowledge learned in past courses with real world experiences related to the older population.
- Scripted and created videos targeting the older population.
- Maintained accurate documentation for pickups and deliveries and delivered reports after each shift.

05/2020 – 08/2020
Remote

HR Intern AFLAC

- Participated in the complete recruiting life cycle from initial contact through contracting.
- Scheduled and attended Zoom meetings with Regional Manager and Recruiters.
- Developed job postings, recruited candidates, and conducted initial interviews.
- Created, organized and maintained employee personnel files to keep sensitive data secure.

08/2019 – 12/2019
Long Beach, CA

Instructor Student Assistant - Psychobiology California State University, Long Beach

- Graded work and tests for 150 Psychobiology students.
- Created and updated rubrics for assignments.
- Proctored exams and ensured student familiarization with expectations/procedures.

WORK EXPERIENCE

- Marked homework assignments, tests, and special projects to communicate
- grading.

RESEARCH EXPERIENCE

08/2021 – 01/2022

Post-Bac Research Assistant (CSULB) Wax Lab - IO Psychology Research

Principal Investigator: Amy Wax, PhD

- Support principal investigators during research into meta-stereotypes within the workplace.
- Develop scales of measurement for meta-stereotypes relating to men within the workplace.
- Participate in research involving literature reviews with intention of presenting analyses in informal group meetings.

09/2020 – 01/2021

Undergrad Research Assistant (Kaiser Permanente/ CSULB) Systematic Observation of Mask Adherence and Distancing Study

Principal Investigator: Deborah Cohen, MD, MPH

- Conducted independent research tasks, including data collection, analysis, and interpretation of mask-adherence behaviors within the geriatric population.
- Used multiple target-setting methods to document individual characteristics relating to mask adherence.
- Collaborated with a team of researchers to design and implement research parameters, ensuring accurate and reliable data collection.

01/2020 – 06/2020

Undergrad Research Assistant Social Community Research Lab (CSULB)

Principal Investigator: Danielle Kohfeldt, PhD

- Observed and analyzed transcripts while adding coding to document findings.
- Utilized transcript coding in the development of data analysis.
- Collaborated with undergraduate and graduate students to provide research, guidance, and supervision.

05/2019 – 01/2020

Undergrad Research Assistant Psychology Models of Addiction Lab (CSULB)

Principal Investigator: Arturo Zavala, PhD

- Collected and extracted data from conducted experiments.
- Utilized guidelines and stringent protocols to successfully run trials.
- Read literature applicable and relevant to research areas as required.
- Displayed high level of motivation & ability to work independently and with a team.
- Developed excellent communication, organization, time management, and record-keeping skills allowing for effective experimental runs.