

Anna Balchunas

Phone: (484) 663-3612
E-Mail: acb609@nyu.edu

Education

New York University

Major: Psychology; Minor: Linguistics; GPA: 3.9
Presidential Honors Scholar, Expected Honors in Psychology

Expected May 2018

Awards, Honors, and Grants

Psi Chi Member, International Honor Society in Psychology	2017
Dean's Undergraduate Research Fund Recipient, NYU	2016 and 2017
Marion Cohen Griffel Research Scholar, NYU	2016
Presidential Honors Scholar, NYU	2015 – Present
Dean's Honors List, NYU	2014 – Present

Research Experience

Research Assistant

June 2016 – Present

NYU Department of Psychology – Social Perception and Evaluation Lab

- Create databases and analyze numerical and qualitative data in Excel and Google Sheets
- Design surveys on Qualtrics
- Recruit participants and run studies in R and Matlab
- Conduct literature searches and review journal articles

Researcher

Spring 2015

NYU Linguistics Department – Voices of New York Project

- Goal of project: To hear the voices of immigrant communities in New York City and learn about the people behind them by conducting ethnographies of various locations throughout the boroughs
- Traveled to Astoria, Queens to complete an ethnography of the Greek community therein by predominantly studying native language usage
- Conducted interviews with Astoria community members
- Research can be viewed at <http://nyuvoicesofnewyork.com/>

Work Experience

Operations Intern

January 2017 – Present

Doctors Without Borders/Médecins Sans Frontières

- Prepare and mail complete and accurate visa application packages for expatriates going to NY Desk counties (South Sudan, Liberia, Haiti, Ethiopia) on strict deadlines
- Assist the Operations Associate with research and booking for flights and hotels

- Maintain and update staff files and information in two employee databases
- File sensitive staff documents and other administrative support
- Update Operations department's Google Calendar and expatriate briefing/debriefing schedule in Google Sheets
- Update staff organigrams to show current structure of each NY Desk mission
- Attend and take notes at staff meetings as needed

Monographs Student Assistant

June 2016 – January 2017

NYU Libraries – Knowledge Access & Resource Management Services

- Receive, process, and catalogue books to be sent to NYU libraries and offsite locations
- Unpack and organize shipments of books to be processed

Office Assistant

June – August 2015

Kozloff Stoudt Attorneys

- Performed clerical duties for the office
- Usual tasks included scanning, copying, filing papers and folders, and mail duties

Skills

Computer Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Google Apps (Docs, Sheets, Drive, Calendar, Gmail)
- Intermediate knowledge of Python and Qualtrics
- Beginner knowledge of R, Matlab, and SPSS

Languages:

- Intermediate French proficiency
- Elementary German proficiency