

## **Resume for Helene E. Cook**

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### **Education**

- Ph.D. Expected 2011      Texas A&M University  
Counseling Psychology
- M.A. 2006      University at Buffalo, State University of New York  
General Psychology Program  
*Thesis Title:* Gender Differences in Obstructive Sleep  
Apnea: The Relationship between the Epworth Sleepiness  
Scale and Objective Measures of Sleep-Related Respiratory  
Disturbances
- B.A. 2003      University at Buffalo, State University of New York  
Awarded cum laude  
Major: Psychology, Minor: History

### **Awards/Honors**

- 1999-2001      Beulah Alexander Scholarship  
2001-2003      Dean's List

### **Abstracts**

Shucard, D.W., **Cook, H.E.**, Rifkin, D., Shucard, J.L. Gender Differences in the Relationship Between the Epworth Sleepiness Scale and Indices of Sleep Apnea. Presented at The Associated Professional Sleep Societies 20<sup>th</sup> Anniversary Meeting in Salt Lake City, Utah, June 2006.

### **Research Experience**

**Graduate Research Assistant, Developmental and Behavioral Neurosciences Lab,** University at Buffalo (2004-2006) Became familiar with the performance of EEG studies using the 10-20 system of electrode placement and operating physiological equipment (Grass polygraph, Neuroscan System). Supervise undergraduate research assistants with the checking process of the Sleep database and related Quality of Life database. Initiate the data analysis phase of the sleep database. Prepare materials for submission to IRB for research approval. Research interests focuses on the relationship between sleep disordered breathing and quality of life.

*Master's Thesis focus:* Looking at those individuals suffering from sleep apnea and its relation to quality of life.

*Faculty Advisors:* David W. Shucard Ph.D. and Janet Shucard, Ph.D.

**Undergraduate Research Assistant, Developmental and Behavioral Neurosciences Lab,** University at Buffalo (2003-2004) Worked mainly with an extensive sleep database, assisting with data acquisition and entering. Reviewed patient charts. Learned various aspects of the physiological, questionnaire, and medication data. Primary work was carried out at the Sleep Center at Millard Fillmore Hospital. Attended weekly research meetings.  
*Supervisors:* David W. Shucard, Ph.D. and Janet L. Shucard, Ph.D.

## **Work Experience**

**Administrative Assistant, University Neurology Inc,** Buffalo General Hospital (04/2004-07/2006). Perform numerous duties, with a considerable degree of independent accountability, difficult technical and administrative work in support of the department's core functions and processes. Greet clinical patients and advise doctors of their arrival. Acclimate new students coming in to the environment of their new duties and responsibilities. Design, organize, and maintain specialized and custom forms, records, reports, and files to support technical work processes of assigned responsibility. Design, develop, and maintain spreadsheets requiring data interpretation and manipulation. Create, maintain, and update file indexes; remove and archive inactive files. Review and code departmental expenses and assist in monitoring department budget balances. Assist with the grant writing process. Aid in scheduling appointments and meetings. Prepare materials from rough notes, drafts, and oral instruction; type, format, edit, revise, proofread and print reports, correspondence, memoranda, agreements, agendas and other specialized materials.

**Residential Habilitation Aide, Aspire of Western New York, Inc.** (04/2004-08/2006). Provide in the direct care of individuals with developmental and physical disabilities in a group home setting. Provide training to individuals with developmental disabilities in the areas of self-care, communication, self-direction, independent living, mobility and learning as directed by the Individual Service Plan (ISP) in order to enhance each individual's skill development, health, freedom, and personal dignity. Assist individuals during in-house activities by conducting therapeutic activities, such as physical exercises, occupational arts and crafts and recreational games. Report the development of individuals by observing and documenting individual health care issues. Administer medications to all residents and supervise individuals taking the medications as prescribed by the physician. Adhere to confidentiality guidelines, as outlined by organization policy and HIPAA regulations.

**Service Coordinator, Heritage Christian Services,** (08/2006-06/2007). Act as a liaison for children and adults with developmental disabilities by assisting them in accessing their desires and needs within their community. Facilitate assessment, linkage, and referral for the desired or needed service/support as it applies to each person. Promote the concepts of choice, individualized services and supports, and consumer satisfaction. Work in partnership with the person and/or family to develop, implement, and maintain the person's life plan. Assist people in attaining the highest quality of life as independently and productively as possible. Aide, report, and assist in resolving crisis situations.

**Graduate Research Assistant, Education Research Project, Texas A&M University/Prairie View University (12/2007-Present).** Assist principle investigators with focus groups, data collection and analysis. Research project focuses on identifying success factors through a mixed methods approach utilizing both qualitative and quantitative measures that most significantly contribute to the success of academically gifted African American students in STEM (science, technology, engineering, and math) disciplines that are enrolled at Historically Black Colleges and Universities.