

# AMARU PALMA

[amaru@amarupalma.com](mailto:amaru@amarupalma.com) | (734) 999-8150 | [amarupalma.com](http://amarupalma.com) | [linkedin.com/in/amarupalma](https://linkedin.com/in/amarupalma)

## EDUCATION

---

**Cornell University**, Ithaca, NY *Expected May 2027*  
Master of Professional Studies in Information Science

**Oregon State University**, Corvallis, OR *Expected June 2026*  
B.S. in Psychology (Engineering Psychology) | GPA: 3.5x

**Academy of Arts and Academics**, Springfield, OR *June 2022*  
High School Diploma | GPA: 3.82

## EXPERIENCE

---

**Office Technology Manager** *Aug 2024 – Present*  
Center for Healing and Integrative Medicine, Eugene, OR

- Serve as sole IT resource for a healthcare practice, troubleshooting hardware and software issues across Windows and Mac environments.
- Built and maintain financial spreadsheets used for patient billing, payroll tracking, and annual tax preparation.
- Design print and digital marketing materials including logos, QR codes, and advertisements using Photoshop.
- Edit and update clinic website content; created and managed social media presence across multiple platforms.
- Proofread, edit, and format book manuscripts; researched and contacted publishers on behalf of the author.

**Freelance Technology Consultant** *Oct 2025 – Present*  
Self-Employed, Eugene, OR

- Provide on-call technical support for small businesses and individuals, including device setup, troubleshooting, and workflow optimization.
- Advise clients on software selection, file management, and digital security best practices.

**Payroll Technician** *Jan 2025 – Present*  
Simply Mindful Counseling, Plymouth & Bloomfield Hills, MI

- Manage payroll data across multiple financial spreadsheets, verifying employee inputs and reconciling discrepancies.
- Populate and format appointment and billing records from client management systems.

**Research Assistant** *Oct 2024 – Mar 2025*  
Oregon State University, Corvallis, OR

- Programmed experimental tasks in PsyToolkit to study human visual attention and interface interaction patterns in an engineering psychology lab.
- Translated research design documents into functional code; collaborated with lab members via GitHub.
- Recruited into position ahead of typical timeline due to demonstrated programming proficiency.

**Print Shop Assistant & Web Developer** *Oct 2021 – Jun 2022*  
Springfield Public Schools, Springfield, OR

- Redesigned the front-end homepage for the district print shop website.
- Processed work orders and operated binding, sealing, and large-format printing equipment.

**Web Design Intern** *May – Jun 2021*  
Workbook Factory, Eugene, OR

- Designed and built accessible webpages for an early-stage startup in collaboration with the founder.

## SKILLS & CERTIFICATIONS

---

**Programming:** HTML, CSS, JavaScript, Python, R, C++, Java  
**Tools & Platforms:** Git/GitHub, Photoshop, PsyToolkit, Microsoft 365, Google Workspace  
**Research:** Qualitative and quantitative research, usability testing, experimental design, statistical analysis (R)  
**Certifications:** CITI Program – Responsible Conduct of Research (Oct 2024)  
**Other:** Semi-fluent in Spanish, video editing, computer hardware

## RELEVANT COURSEWORK

---

Engineering Psychology · Industrial & Organizational Psychology · Cognitive Psychology · Psychology of Disability · Research Methods · Statistical Methods I & II · Technical Writing · Web Development