

# Dr. Lijo Peter Lopez

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## Objective:

- To obtain a full time/part time position as a Psychologist
- To utilize my teaching & administration skills in a reputable organization

## Skills and Highlights:

Progressive professional experience over a period of 20 years with continuous 10 years of experience in Psychology and Training sector and increasing verbal and communication skills, dealing with a variety of patients, customers, staff members and employees. Self-motivated; capable of setting up useful priorities and take instant decisions and apply them to meet given deadlines. Adjust easily to innovative concepts and tasks. I am an established professional in Counselling Psychology and Training & Development.

- Having excellent Administration and Teaching skill
- Excellent in decision making and having strong sense of responsibility
- Having good team spirit
- Good command over English language
- Ready to take the assigned work as a challenge and fulfilling it.
- Efficient and organized professional with extensive experience in Psychology.
- Experience in evidence based practices.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet, and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

## Work History:

### Consultant Psychologist

#### ***Avtis Institute of Medical Sciences***

*July 2019-till date*

*Palakkad, Kerala, India*

- As a patient service care provider, works directly with in patients and out patients
- Assess clients' needs, abilities or behavior using a variety of methods, including psychometric tests, interviews and direct observation of behavior.
- Preparation and implementation of psychological treatment plans as per evidenced based therapies. Devise and monitor appropriate programs of treatment, including therapy, counseling or advice.
- Conduct group and individual sessions to deal with issues such as anxiety, depression, trauma, grief and loss, relationship issues, phobias, addictions and other behavioral problems.
- Meets with patients and other staff as needed to develop and coordinate with health care team to create a unique treatment plans and meets with patient family members if needed.
- Mainly dealing with marital counseling, behavioral problems, parental, child and adolescent counseling etc.
- Comprehensive written reports regarding assessments and tests administered.

### **Asst. Manager Training & Development**

- Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments
  - Design and expand training and development programmes based on the needs of the organisation and the individual
  - Work in a team to produce programmes that are satisfactory to all relevant parties in an organisation, such as line managers, accountants and senior managers at board level
  - Develop effective induction programmes for new staff, apprentices and graduate trainees
  - Monitor and review the progress of trainees through questionnaires and discussions with managers
  - Devise individual learning plans
  - Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups
  - Research new technologies and methodologies in workplace learning and present this research.
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### **Psychologist cum Learning & Development Coordinator**

*Aug 2014- June 2019*

#### **Aster DM Healthcare**

*Kottakkal, Kerala, India*

- As a patient service care provider, works directly with in patients and out patients
- Assess clients' needs, abilities or behavior using a variety of methods, including psychometric tests, interviews and direct observation of behavior.
- Preparation and implementation of psychological treatment plans as per evidenced based therapies. Devise and monitor appropriate programs of treatment, including therapy, counseling or advice.
- Conduct group and individual sessions to deal with issues such as anxiety, depression, trauma, grief and loss, relationship issues, phobias, addictions and other behavioral problems.
- Meets with patients and other staff as needed to develop and coordinate with health care team to create a unique treatment plans and meets with patient family members if needed.
- Mainly dealing with marital counseling, behavioral problems, parental, child and adolescent counseling etc.
- Conducting various soft skill programmes, leaning and development programmes to different categories of staff/public.
- Comprehensive written reports regarding assessments and tests administered.

### **Course Administrator- PACESprep UK**

- Responding to inquiries from students and staff by email, telephone or in person
  - Prepare and help run registration sessions
  - Prepare materials and presentations for sessions
  - Email students to give class details and other information
  - Making decisions on accepting applicants, usually according to criteria agreed with Course Directors
  - Interacting with the website team and updating the website as and when needed
  - Coordinating and arranging travel and accommodation for all the Faculties and Examiners
  - Arranging and training surrogates for the mock exams
  - Coordinating patients for the course exam days
  - Making arrangements for the examination hall and different stations
  - Provide support as and when needed by Course Directors
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**Counsellor & Psychotherapist***Jan 2013- July 2014***MIND Counselling & Psychotherapy Centre***Kottakkal, Kerala, India*

- Establishing a program and therapy methods for entertainment of both young and old generations.
  - Works within the educational system to help students with emotional, social and academic issues.
  - Involves the study of how people learn, including topics such as student outcomes, the instructional process, individual differences in learning, gifted learners and learning disabilities.
  - Taking counseling classes for students and teachers.
  - Diagnosing and treating learning or developmental disabilities
  - Working with students to manage behavioral issues
  - Administering psychological tests
  - Conducting various developmental training programme.
  - Designing and implementing project lessons to guide children to behave normally with people around.
  - Solving daily queries from the students regarding their behavior
  - Helping clients to overcome their anxiety and in bringing the focus.
  - Provided vocational counseling lessons to ensure the success of students.
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**Assistant production Manager***June 2006- Oct 2012***Nikan Teletrak Pvt. Ltd.***Bangalore, India*

- Taking part in the management and supervision of the Department functions and ensuring good services given to internal as well as external customers.
  - Maintaining standards according to organization policies and developing social and cultural profile.
  - Assigning works to the staffs and Interacting with them and helping them to complete their work accurately.
  - Checking and solving the problems of staffs during their process of production and Supervision of daily functioning of the Department.
  - Maintaining a good rapport relation with other related services and other duties instructed by the higher authorities.
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**Information Officer and Counsellor***April 2003– May 2006***IBMS, Kasaragod***Kerala, India*

- Select, manage and distribute information resources in a range of formats
  - Classify, collate, catalogue and store information for easy access and retrieval
  - Develop and manage electronic resources using online databases and content management systems
  - Oversee the development of new information systems
  - Write and edit reports, publications and website content
  - Develop and manage internal information resources and networks via intranet sites
  - Respond to requests and enquiries from staff and external clients
  - Run effective enquiry and current awareness or 'alerting' services and develop communications strategies
  - Provide user education via leaflets, websites and tours of the library or information room
  - Publicise and market services, through publicity material, demonstrations, presentations and/or social media
  - Provide training and advice to colleagues, and sometimes clients, on the use of electronic information services.
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## Education:

### Doctor of Philosophy in Psychology (PhD)

Central Christian University

April 2023

Delaware, USA

### Master of Psychology (M. Sc.)

University of Madras, Chennai

December 2016

Tamil Nadu, India

### Master in Counselling & Psychotherapy (MS)

Institute for Behavioral & Management Science, Chittoor

May 2006

AP, India

### Bachelor of Commerce

Calicut university, Calicut

September 2002

Kerala, India

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## Internships & Workshops

- Completed 4 weeks Internship in **Cognitive Behavioral Therapy (CBT)** at Institute of Psychometric Assessment and Counselling (CBT-20201123)
- Completed two weeks Internship in **Psychological Assessment** at Psychowaves Academy under the supervision of Dr. Dwarka Pershad (PWA/INT/DP/20-120)
- Completed one month Workshop on **Neuropsychology** at Psychogenic Modeling
- Completed one month Skill based program on **Specific Learning Disability and Remedial Supervision** organized by HCF and CIGI
- Completed five days program on **NIMHANS Neuropsychological Battery** conducted by Cognizavest

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## Certifications & Memberships

- Certificate of Accreditation in Meditation Practitioner from CTAA (10662322)
- Member of British Psychological Society (BPS) (Membership Number: 532985)
- Member of International Association of Young Psychologist (IAYP) (IAYP20559)
- Member of Consortium of Accredited Healthcare Organizations (CAHO/AM/2021/1685)
- Member of Counsellors Council of India (CCI) (CRN4425145)
- Member of Indian Society for Training & Development (ISTD) (P-1583/Apr21-Mar22)

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## Volunteer Experience:

### Vice-President-- Volunteer

Mediwings, Group of Healthcare workers

August 2021 – July 2023

Palakkad, Kerala, India

- Volunteer program – outreach program for covid patients.
- Coordinated the weekly awareness programs
- Provide soft skill training for all members

### Musician- - Volunteer

Nissi Melodies, Bangalore

November 2010 – till date

Bangalore, India

### Counsellor- - Volunteer

MIND, Kottakkal

November 2013 – till date

Kottakkal, Kerala, India

## References:

Available Upon Request