

LISA CASWELL

QUALITIES & CHARACTERISTICS

Organized, charismatic, diligent, imaginative, technological, open-minded & cooperative. Utilizes leadership skills, a meticulous planner, inventive in the work process and environment, knowledgeable of the industry, and able to give & receive constructive criticism. Experience with program development, supervising, evaluations, organizational planning, conflict resolution, utilization review, and professional writing.

TECHNICAL SKILLS

Skill	Experience Level	Skill	Experience Level
Java	Intermediate	Linux	Intermediate
HTML 5	Intermediate	Microsoft Word	Advanced
CSS	Intermediate	Microsoft Excel	Intermediate
Databases	Intermediate	Microsoft Access	Intermediate
Version Control	Intermediate	Microsoft XP, 7, 8, 10	Intermediate
C/C++	Intermediate	Microsoft Visio	Intermediate
Visual Basic	Intermediate	Networking	Beginner
Gantt Charts	Intermediate	Agile/Scrum	Intermediate

EXPERIENCE

Mathematics Tutor- Mansfield University 9/16-Present

Work with students in need of additional assistance with their math class, help students gain a better understanding of course material, maintain open lines of communication with the student for further questions or understanding, & document student's visits.

Project Manager- Corning Community College 1/15-5/15

Selected as team manager: Organized and led the team in identifying product owner's needs for a business within the community. Project organized by using the System Development Life Cycle (SDLC): system planning & selection, analysis, design, & implementation. Developed a charter: overview of the project, objectives, product owner's information, and team responsibilities. Developed Baseline Project Plan: an introduction, system description, feasibility assessment, Gantt Chart, Process Modeling with data-flow diagrams (DFD), entity relationship modeling with an Entity-relationship diagram (ERD's), & use-case diagrams to analyze the functional relationship requirements. Developed a user interface, database, project workbook; presented the project, & trained the owner.

Department of Veteran Affairs- Supervisor & Therapist 9/09-9/10

Supervisor of Social Workers in a Psychiatric Unit, Medical Dept., and Long Term Care Facility. Completed progress reports, employee evaluations, facilitated supervisory meetings, organized and facilitated department meetings, collaborate with physicians &

other hospital staff, provided Social Work supervision, provided conflict resolution between disciplines, & conducted groups for therapy.

Chemung ARC- Therapist/ Social Worker

4/09-9/09

Provided therapy for individuals with developmental disabilities who participated in assisted work environments. Completed progress reports, facilitated supervisory meetings, group leader for trauma groups, developed treatment plans, & provided documentation.

EDUCATION	1/16- present	Mansfield University Computer Information Science/IS Minor: Mathematics	GPA: 3.66
	8/13-5/15	Corning Community College Computer Information Science, AS	GPA: 3.32
	5/99-5/00	Marywood University Master of Social Work, MSW	GPA: 3.82
	9/96-5/99	Mansfield University Bachelor of Social Work, BSW Minor: Sociology	GPA: 3.64
	1/93-5/95	Corning Community College Criminal Justice, AAS	GPA: 3.34
	Completed and Current CIS/CS classes: Leadership Development, Computer Essentials, Structured and Object Oriented Problem Solving (Visual Basic), Networking Fundamentals, C/C++, Website Development, Data Structures, Java, Structured & Object-Oriented Systems Analysis & Design, Discrete Math, Business Programming Concepts I, & Management Information Systems		

LEADERSHIP & HONORS	1/10- present	Mental Health Association of Chemung County: Board Secretary
	5/98-5/99	President: Social Work Club
	5/99	Outstanding Senior Award: Dept. of SWK, Sociology & Anthropology
	5/99	Outstanding Student Service Award: Mansfield Social Work Club
	8/98-5/99	President: Phi Alpha Honor Society, M.U. Chapter
	1/98-8/98	Vice President: Phi Alpha Honor Society, M.U. Chapter

REFERENCES **Available Upon Request**

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