

## 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	Microsoft SQL	Intermediate
PC Support	Intermediate	Networking	Intermediate
Gantt Charts	Intermediate	Agile PM/Scrum	Intermediate

### EXPERIENCE

#### Project Manager- Mansfield University

8/17-Present

Selected as team manager for 2 classes: Organized and led the team in the development of a game, a website, and database. Project organized using agile project management. Developed a charter: overview of the project, objectives, product owner's information, and team responsibilities. Developed Baseline Project Plan, use-case diagrams to analyze the functional relationship requirements, cost/ benefit analyses, completed all project documentation, organized scrum meetings, and presented all aspects of the projects to product owner.

#### 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- Therapist**

**9/09-9/10**

Social Workers in a Psychiatric Unit, Medical Dept., and Long Term Care Facility  
Collaborated with physicians & other hospital staff, provided conflict resolution between disciplines, & conducted individual & group therapy. .

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<b>EDUCATION</b>	<b>1/16- present</b>	<b>Mansfield University</b>	<b>GPA: 3.70</b>
		Computer & Information Science: Information Systems	
	<b>8/13-5/15</b>	<b>Corning Community College</b>	<b>GPA: 3.33</b>
		Computer Information Science	
	<b>5/99-5/00</b>	<b>Marywood University</b>	<b>GPA: 3.82</b>
		Master of Social Work, MSW	
	<b>9/96-5/99</b>	<b>Mansfield University</b>	<b>GPA: 3.64</b>
		Bachelor of Social Work, BSW	
		Minor: Sociology	
	<b>1/93-5/95</b>	<b>Corning Community College</b>	<b>GPA: 3.34</b>
		Criminal Justice, AAS	

**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 Programing Concepts I & II, Management Information Systems, Database Systems, Project Management, and Computer Security & Ethics

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

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**REFERENCES**    **Available Upon Request**

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