Lisa M. Caswell

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| **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 GPA:** 3.66  Computer Information Science/IS  Minor: Mathematics  **8/13-5/15 Corning Community College GPA:** 3.32  Computer Information Science, AS  **5/99-5/00 Marywood University GPA:** 3.82  Master of Social Work, MSW  **9/96-5/99 Mansfield University GPA:** 3.64  Bachelor of Social Work, BSW  Minor: Sociology  **1/93-5/95 Corning Community College GPA:** 3.34  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 1, & 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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