



# SHEREEN GIESECKE

## Profile

I am a seasoned professional with over a decade of experience in technical environments, where critical and creative thinking, attention to detail, and regulatory expertise have been essential skills.

## EXPERIENCE

### HOUSING SPECIALIST

Richmond Behavioral Health Authority, VA

**Jun 2024 - Present**

- Support program participants in finding and obtaining housing.
- Compile reports and maintain records for program participants.
- Contribute to curriculum development and resource tools; serve as a resource for partner agencies.
- Evaluate client needs; create, implement, and oversee services.

### WHOLE FAMILY CASE COORDINATOR

State of Maine Department of Health & Human Services, ME

**Aug 2022 - Jun 2024**

- Case management services for families participating in TANF.
- Provided job readiness guidance.
- Facilitated meetings with various agencies and government entities.

### OVERPAYMENT SPECIALIST

State of Maine Department of Health & Human Services, ME

**Jun 2017 - Aug 2022**

- Assessed whether program recipients received funding to which they were not entitled.
- Determined the reasons behind overpayments.
- Conducted investigations into fraud cases, utilizing social media and police reports to analyze and interpret evidence, ultimately reaching a conclusion.



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## EDUCATION

### BACHELOR OF ARTS; 54 CREDITS

Virginia Commonwealth University

**2003 - 2005**

### CLOUD COMPUTING CERTIFICATE

University of Virginia

**2024 - 2025**

### AWS CERTIFIED CLOUD PRACTITIONER

Amazon Web Services

**2025**

## SKILLS

- AWS Infrastructure
- Python
- S3
- RDS
- Regulatory Oversight
- Problem-Solving
- Computer Literacy
- Project Management
- Strong Communication
- Critical Thinking
- Growth-Oriented



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## EXPERIENCE

### ELIGIBILITY SPECIALIST

State of Maine Department of Health & Human Services, ME

**Jun 2014 - Jun 2017**

- Assessed information and utilized standards and criteria to effectively determine eligibility for family independence programs.
- Provided guidance to clients regarding program eligibility requirements, rules and regulations, as well as their individual rights and responsibilities.
- Created reports to testify and represent the Department during fair hearings and fraud hearings.

### PROGRAM MANAGER

Group Main Stream, Inc., ME

**Aug 2013 - Jun 2014**

- Managed the daily operations of a residential program for adults with disabilities.
- Fostered a positive environment emphasizing growth and development by establishing goals for both clients and staff.
- Worked in partnership with stakeholders to improve the quality of life for those receiving support.

### CONTRACTED HOME PROVIDER

Group Main Stream, Inc., ME

**Jun 2009 - Aug 2013**

- Offered comprehensive life support for an individual with disabilities within my home.
- Recognized challenges, developed solutions, and helped the client enhance their quality of life by promoting independence.
- Collaborated with case managers, guardians, medical providers, and various agencies to guarantee the individual received essential services.

## SKILLS

- Medicaid Eligibility
- Community Resources
- Professional Communications
- Microsoft Outlook, Word, Excel
- Service Coordination
- Mediation
- Meeting Facilitation
- Advocacy
- Human Development & Behavior
- Report Writing
- Data Collection & Analysis

## PROJECTS

Built a responsive chatbot interface using HTML, CSS and JS. Enables users to exchange messages with a simple rule based bot.

<https://shereeng73.github.io/simple-chatbox/>

Built an app using Python that allows customers to add grocery items to cart and calculate price.

<https://shereeng73.github.io/Grocerycart/>

Created a GUI calculator using Python.

<https://shereeng73.github.io/python-gui-calculator/>

AWS S3 Static Website. This project demonstrates how to create a simple static website hosted on AWS S3 using Terraform.

<http://shereen-giesecke-s3-bucket.s3-website-us-east-1.amazonaws.com>