

CLAIRE ROMILLO

(213) 550-6453 • C_ROMILLO@YAHOO.COM

EDUCATION

University of California, Los Angeles

Full-Stack Web Development

Los Angeles, CA
December 2019

Mount Saint Mary's University, Los Angeles

M.S.: Master's in Counseling Psychology GPA: 3.98

Los Angeles, CA
June 2015

California State University, Los Angeles

B.S.: Psychology GPA: 3.8

Los Angeles, CA
August 2012

Los Angeles City College

A.A.: Liberal Arts GPA: 3.9

Los Angeles, CA
June 2009

PROFESSIONAL EXPERIENCE

Alliance For Housing and Healing

Intensive Case Manager, Housing For Health

Los Angeles, CA
12/18 - 08/19

- Identify permanent, affordable housing for individuals and families experiencing homelessness.
- Assist clients with gaining independence through life skills (financial management, employment, education, accessing social services, legal issues, housing, healthcare, personal hygiene, and coping).
- Develop, implement, and document an individualized case management service plan with the client to address the needs identified in the initial DHS-approved psychosocial assessment.
- Coordinate across departments and providers to resolve issues related to health and housing that jeopardize stability.

Other: Homeless HealthCare Los Angeles Case Management Training Certified

Asian Pacific AIDS Intervention Team (APAIT)

Service Navigator / Case Manager

Los Angeles, CA
03/16 - 08/18

- Used evidence-based practices including motivational interviewing and trauma-informed care to create individualized service plans based on clients' strengths.
- Conducted client intake / screener into behavioral health and psychosocial support program services.
- Provided necessary program documentation (DMH and SAMHSA), including the completion of reports, administration of evaluation tools, and other program related assignments.
- Assisted and linked consumers with accessing benefits, housing, and services by providing information and education about community resources.
- Responsible for programming and facilitating social/support group activities catering to the PLWHA, Filipino, Women, LGBTQA+ youth, and potential advocacy leaders, on a weekly basis.

Other: Certified in Motivational Interviewing, HIV 101, and Partner Services

Mount Saint Mary's University, Los Angeles, Student Health Services

Los Angeles, CA

Health Education Program Assistant

05/12 - 03/16

- Assisted with MSMU campus wide health educational programming and promotional activities.
- Provided support to nurses and counseling staff in medical and psychological crises situations.
- Performed clerical and administrative tasks in a women's college student health environment.

Other: Coordinated LGBTQ Resource Booth at annual Student Health Fair

Los Angeles LGBT Center

Los Angeles, CA

Ticket Booth Specialist

02/12 - 12/13

- Utilized Eventbrite and EMS to register students, sell event tickets, collect room equipment fees, and generate invoicing for room rentals.

National Association of Television Program Executives (NATPE)

Los Angeles, CA

Database Assistant

09/06 - 08/11

- Performed customer service duties, which included assisting clientele for the bi-annual NATPE convention via telephone and e-mail correspondence.
- Assisted Database Manager and Registration Manager in accurately updating and maintaining the 20,000+ client NATPE database using NDS and Pivotal.
- Directly worked with clientele conducting registration duties, including exhibitor setup, guest badge printing, and handling payments for all NATPE conventions.

HONORS

Scholarships: Academic Merit Scholarship Recipient

Awards: Department Honors

Memberships: Psi Chi
