

Justin Graffeo

206-919-0447 • justingraffeo@gmail.com

Aspiring full-stack web developer currently in an intensive six month boot camp at the University of Washington. Looking for an entry-level web developer position where I can continue to build upon the skills I've learned. Dependable, adaptable, and loyal employee dedicated to helping clients create, maintain, and fulfill their goals.

- HTML
- CSS
- Javascript
- JQuery
- Node.js
- Workforce Development
- Microsoft Office Suites
- Windows and Mac
- Client Relations

EDUCATION & TRAINING

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|---|------------------------|
| University of Washington
<i>Full-Stack Web Development Certification, 2019</i> | Seattle, WA |
| International TEFL Academy
<i>TEFL Certification, 2016</i> | León, Nicaragua |
| National Institute of Corrections
<i>Offender Employment Specialist Training, February 2013</i> | Austin, TX |
| Florida Atlantic University
<i>Bachelor of Arts in Sociology, May 2012</i> | Boca Raton, FL |

PROFESSIONAL EXPERIENCE

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| Employment and Training Specialist
YWCA of Seattle | Seattle, WA
5/2017 – Present |
| <ul style="list-style-type: none">• Recruit, interview, screen, determine eligibility, enroll, and orient program participants• Determine clients' job readiness, training, placement and support service needs• Work with clients to develop career and employment objectives and individual development action plans• Coach clients in developing resumes, cover letters, and other job search materials• Network and maintain contact with representatives of other social service providers to exchange referrals• Initiate and develop relationships with local employers for the purpose of developing job and internship opportunities and placing clients• Monitor work site experiences and maintain on-going communication with employers and supervisors to ensure success of each customer placement, which may include conflict mediation if necessary | |
| English Teacher
Colombia Immersion Volunteer Program/Keep Talking/LCN Idiomas | Medellín, CO
8/2016 – 1/2017 |
| <ul style="list-style-type: none">• Prepared lesson plans and learning modules for tutoring sessions according to students' needs and goals• Developed teaching and training materials, such as handouts, study materials, or quizzes• Monitored student performance and assisted students in improving their language skills• Provided feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence | |
| Placement Specialist II
Goodwill Central Texas | Austin, TX
8/2013 - 6/2015 |
| <ul style="list-style-type: none">• Provided employment and case management services to people with various barriers to employment, including homelessness, criminal background, disability, and lack of education• Managed and advocated for a caseload of 50+ clients• Assessed clients' employment and housing needs and provided strategies and resources for successful employment• Performed intake and appropriate referrals based on eligibility• Created, maintained, and completed detailed physical and electronic case files in a timely manner• Collaborated with team on outreach projects and formulated plans to ensure grant success | |

Placement Specialist Aide**Austin, TX**

Keep Austin Housed/AmeriCorps

8/2012 – 8/2013

- Provided employment and case management services to people with various barriers to employment, including homelessness, criminal background, disability, and lack of education
- Managed and advocated for a caseload of 30+ clients
- Connected clients to other resources in the area to further help achieve their employment and housing goals
- Partnered with an affordable housing nonprofit to connect their residents to employment and rental assistance
- Created and maintained detailed physical case files

Veterans Support Coordinator**West Palm, FL**

Homeless Coalition of Palm Beach County/AmeriCorps VISTA

6/2012 – 8/2012

- Developed a Veterans Resource Card to connect the homeless veterans population to services in the community
- Researched and acted as a liaison between community partners
- Created and conducted presentations for Faces of Homelessness to spread awareness and raise money to help the homeless population via the Lewis Center