

# ELIZABETH J. JOHNSON

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Hartford, CT, 06114

## EDUCATION

Hamline University | St. Paul, Minnesota  
**TEFL Certificate** *December 2013*

Hamline University | St. Paul, Minnesota  
**B.A., Social Justice and Global Studies** *May 2012*

- Honors: Magna Cum Laude (3.9 GPA), Phi Beta Kappa, Dean's List

## EXPERIENCE

The Open Hearth Association | 150 Charter Oak Ave., Hartford, CT, 06106  
**Intake Coordinator and TLP Case Manager** *Feb. 2015 – Mar. 2017*

- Coordinated intakes for the CT Department of Corrections (DOC), Transitional Living Program (TLP) and Shelter
- Case Manager of 10-15 adult men with substance abuse problems (DOC as well as TLP) which involved progress notes, action plans, medication logs, group therapy and more
- Responsible for data collection and synthesis, and compiling Outcome Measures Reports for DOC as well as TLP for the state
- Assistant to the Financial Case Manager (handling resident funds and banking)

Independent Author | Self-Employed  
**Writer, Publisher, Editor, Accountant** *Jan. 2014 – Current*

- Financially supported myself as an independent author which requires significant self-direction and motivation
- Responsible for writing, editing, and publishing, maintaining social media and website, and all sales/income bookkeeping
- Fostered strong relationships with vendors

Wayside House | 3705 Park Center Blvd., St. Louis Park, MN, 55416  
**Recovery Advocate** *June. 2012 – Sept. 2013*

- Provided support for at-risk chemically dependent women seeking treatment
- Responsible for keeping records on all clients (medical, attendance, behavior, progress)
- Oversaw and assisted with day-to-day living and treatment activities (meetings, meals, etc.)

Minnesota Literacy Council | 2700 East Lake Street, Suite 2500 Minneapolis, MN 55406  
**ESL Student Teacher** Sept. 2013 – Dec. 2013

- Developed and taught lessons to beginner & intermediate level international students
- Developed lessons plans for teaching alone as well as lesson planning with co-teachers
- Observed and gave feedback to peer teachers
- Enabled me to secure employment as an ESL teacher in Istanbul, Turkey upon completion

Gaia Democratic School (formerly SFS) | 3754 Pleasant Ave. S., Minneapolis, MN  
**Student Advisor, Head of Music/Fine Arts Programming, Humanities (Music and Film) Teacher**  
Sept. 2003 – Sept. 2005 & Sept. 2013 – Feb. 2014

- Taught a variety of ages: from 5 to 18 years old
- Developed engaging lessons on music theory and application to students of all abilities
- Challenged students' critical thinking skills through open questions and dialogue
- Assisted students by providing individualized instruction and academic advisement

Hamline University | 1536 Hewitt Ave, St Paul, MN, 55104  
**Teaching Assistant (Intro to Social Justice)** Sept. 2011 – Dec. 2011

- Developed and taught lessons to University-level Freshmen and Sophomores
- Created a book club to effectively encourage reading at home
- Fostered a calm and trusting classroom environment to discuss what were often difficult subjects

REM Hennepin Group Homes | 1660 South Highway 100, St. Louis Park, MN, 55416  
**Direct Service Provider** Feb. 2003 – Sept. 2005

- Responsible for the day-to-day care and support of ~5 adults with intellectual disabilities
- Responsible for medication administration, transportation and activity planning
- Completed shift change notes, progress logs, medication logs and other documentation

## ADDITIONAL PROFESSIONAL EXPERIENCE

- A.A. in Film.
- Interned for 1 year as a Photography Assistant to a local artist.
- Have experience doing web development work for the Center for Civic Engagement at Minneapolis Community and Technical College, Hamline University, as well as independent web development work.
- Volunteered as a Teach-In Coordinator for 1 year. I was responsible for organizing volunteer teachers from all over the world to come do workshops on various topics.

## SKILLS

- High computer literacy: web development, Microsoft Office (Word, Excel, PowerPoint, etc.), Adobe Suite (Acrobat, Photoshop, etc.), social networking, and more.
- Leadership experience gained through teaching.
- Extensive experience in communications and working with people from all backgrounds.
- Deep commitment to social justice principles and improving the lives of others.