

ELIZABETH J. JOHNSON

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(612) 387-1445
311 Migeon Ave.
Torrington, CT 06790

EDUCATION

Hamline University | TEFL Certificate

1536 Hewitt Ave, St Paul, MN 55104 ♦ December 2013

Hamline University | B.A. Social Justice and Global Studies

1536 Hewitt Ave, St Paul, MN 55104 ♦ May 2012

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

EXPERIENCE

Phelps Realty Group @ Keller Williams | Transaction Manager, Listing Manager

172 Oakwood Dr., Glastonbury, CT, 06033 ♦ 860-727-5278 ♦ Feb. 2019 – Current

- Responsible for overseeing all of the transactions for a real estate team within Keller Williams which included managing timelines, reviewing files for compliance/ completion, editing/filling/sending documents for signature, conducting the transactions portion of the meeting, triage between all parties involved, etc.
- Highly skilled at using various real estate tools such as CT MLS, Dotloop, Command, Zillow, Brivity, ShowingTime and more.

Community Renewal Team | Forensic Case Manager

395 Wethersfield Ave., Hartford, CT, 06114 ♦ 860-560-5800 ♦ Nov. 2017 – May 2018

- Forensic Case Manager to 12 adult men recently released from incarceration being supervised by the CT Department of Corrections (DOC).
- Responsible for creating progress notes, action plans, organizing groups and events and more.
- Helped clients learn important life skills such as banking and budgeting, scheduling and keeping a calendar, positive employee habits, housekeeping and much more.

The Open Hearth Association | Intake Coordinator and Case Manager

150 Charter Oak Ave., Hartford, CT, 06106 ♦ 860-525-3447 ♦ 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, compiling Outcome Measures Reports for DOC as well as TLP for the state, as well as monthly utilization reports
- Assistant to the Financial Case Manager (handling resident funds and banking)

ELIZABETH JADE JOHNSON

Independent Author | Writer, Publisher, Editor, Accountant
Self-Employed ♦ 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

Minnesota Literacy Council/Open Door Learning Center | ESL Student Teacher
2700 E. Lake St., Suite 2500, Minneapolis, MN 55406 ♦ 612-483-1763 ♦ 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) | Student Advisor, Head of Music/Fine Arts Programming, Humanities Teacher (Music and Film)

900 Mt. Curve Ave., Minneapolis, MN, 55403 ♦ 612-823-0154 ♦ 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 | Teaching Assistant (Intro to Social Justice)

1536 Hewitt Ave, St Paul, MN, 55104 ♦ 651-523-2045 ♦ 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

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 Library Teach-In Coordinator for 1 year. Was responsible for coordinating volunteer teachers from all over the world to come do workshops on various topics.
- Worked as an ESL tutor in Berlin, Germany and Istanbul, Turkey.

SKILLS

- High level of computer literacy: web development, Microsoft Office Suite (Word, Excel, PowerPoint, etc.), Adobe Suite (Acrobat, Photoshop, etc.), social networking, and more.
- Certified in First Aid/CPR
- 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.