



ELIZABETH JADE JOHNSON

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Multifaceted professional with comprehensive experience in transaction coordination, project management, social work, and tech operations. Skilled in utilizing real estate tools, tech implementation, and team leadership. Passionate about social justice with a strong commitment to improving lives through meaningful work.

RECENT PROFESSIONAL EXPERIENCE

DEC 2022-
CURRENT (EA
ROLE
EVENTUALLY
MOLDED INTO
STARTING
CLOSING CREW)

CTO & HEAD OF TRANSACTIONS AND LISTINGS DEPT., ELITE ASSISTANCE LLC & FOUNDER OF CLOSING CREW REAL ESTATE LISTINGS AND TRANSACTIONS

- Evaluate and deploy new technology solutions to enhance business efficiency and operations.
- Spearhead the optimization of workflows and processes, leading to streamlined order of operations and improved team productivity.
- Provide technology support to the administrative team and implement automation processes.
- Deliver premium listing and transaction services to over 20 agents, managing more than 100 files monthly (see description for Leverage Team below, very much the same).

FEB 2019 -
CURRENT

TRANSACTIONS MANAGER & WEB DEVELOPER, THE LEVERAGE TEAM

- Manage and streamline all aspects of real estate transactions, most notably project planning, ensuring timely completion of deliverables, regulatory compliance, and effective communication with all stakeholders in every stage of the process.
- Harness a broad array of real estate tools including SMLS, Dotloop, Command, DocuSign, Google Suite, KPI progress tracking, and more to enhance collaboration and efficiency.
- Web development for both The Leverage Team and CT Real Estate Principles & Practice.

EDUCATION

MAY 2012

B.A. LIBERAL ARTS, HAMLINE UNIVERSITY

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

DEC 2013

TEACHING ENGLISH AS A FOREIGN LANGUAGE, HAMLINE UNIVERSITY

Graduate-level coursework which paved the way to living abroad in Istanbul and Germany.

SKILLS

- Computer literacy: Microsoft Office Suite, Adobe Suite, beginner web dev and social networking.
- Organizational skills: Detail-oriented with a clear understanding of the big picture.
- Leadership and teaching experience.
- Excellent communication skills with experience working in diverse environments.

ADDITIONAL EXPERIENCE

- Interned as a Photography Assistant to a local artist for 1 year.
- As a Library Teach-In Coordinator, coordinated volunteer-run workshops with intl. guests.
- ESL tutor in Berlin, Germany and Istanbul, Turkey.
- Musician and artist - received an artist visa while living in Berlin, Germany.

EARLIER PROFESSIONAL HISTORY

NOV 2017 -
MAY 2018

FORENSIC CASE MANAGER, COMMUNITY RENEWAL TEAM

- Provided comprehensive case management for 12 adult men post-incarceration, successfully facilitating their successful reintegration into society.
- Provided vital life-skills coaching, empowering clients to navigate employment, housing, and healthcare landscapes effectively.

FEB 2015 -
MAR 2017

INTAKE COORDINATOR & CASE MANAGER, THE OPEN HEARTH

- Orchestrated all intake procedures for the DOC, Transitional Living Program, and Shelter.
- Championed data management, encompassing collection, synthesis, and the creation of insightful Outcome Measures Reports, contributing to data-driven decision making.
- Provided critical case management, including progress notes, action plans, medication logs, testing and group sessions, directly influencing client recovery trajectories.

JAN 2014 -
CURRENT

WRITER, PUBLISHER, EDITOR, ACCOUNTANT, INDEPENDENT AUTHOR

- Manage all aspects of independent authorship, including writing, editing, publishing, and bookkeeping.
- Develop and maintain vendor relationships and manage social media and website presence.

SEPT 2003 -
SEPT 2005 &
SEPT 2013 -
FEB 2014

STUDENT ADVISOR & HEAD OF MUSIC/FINE ARTS PROGRAMMING & HUMANITIES TEACHER, GAIA DEMOCRATIC SCHOOL

- Curated an enriching Music and Fine Arts program, instilling appreciation for the arts and enhancing the school's educational offerings.
- Developed and delivered engaging lessons to students aged 5-18.
- Championed student growth through individualized academic advisement, nurturing critical thinking skills, and sparking intellectual curiosity.

REFERENCES

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