

COMPUTER SKILLS:

Microsoft 365, word basics, excel

EXPERIENCE:

LegalShield

Independent Associate

2013-Present

- Assist individuals and families obtain legal and identity theft protection
- Offer businesses and their employees' legal benefit
- Facilitate professional development of associates and staff
- Present PowerPoint presentation for training sessions
- Client relations call volume 100 plus calls daily

Kelly Services

Substitute Teacher

2018 – March 2020

Instructional Educational staffing assignments

Department of Children and Families

Social Worker

2001-2014

- Utilized interviewing techniques to assess client needs and establish community referral sources
- Provided basic counseling services
- Prepared initial treatment plans, case histories
- Referred clients and family members for community or social services.
- Provide financial and employment assistance
- Motivated clients to increase ability to understand and cope with problems
- Clerical office management, record keeping maintaining and office records
- Prepared electronic treatment plans and case records as components of assigned caseload
- Researched and maintained electronic case histories

Department of Children and Families

Social Worker Case Aide

1997-2001

- Supervised family visitation sessions in office and home settings.
- Transported clients to court appointments, supervised visits and medical appointments
- Observed interaction of parent(s) and children during visits.
- Prepared reports regarding client contact and accompanied Workers on emergency and field activities

New Haven Police Department

Police Dispatcher

1992-1997

- Answered 100 or more 911 emergency and non-emergency calls daily from public for police assistance
- Prepared, maintained and searched police records
- Determined type of crime and dispatched to field officer via emergency communication system
- Trained new Dispatcher Assistants
- Assisted police officers with license, registration and criminal warrant check

New Haven Board of Education New Haven, CT

Special Education Teacher's Assistant

1989-1992

- Counseled children with special needs and their families.
- Promoted the Development of motor skill, self-awareness, and all other aspects of Teaching.

Elizabeth McCrea

40 Button Street

New Haven, CT
E-mail: LizzAssociates@gmail.com

Phone: 203-823-3741

Page 2 of 2

Wedding's & Thing's by Lizz

CEO

2003 - presents

- Vendor Contracting
- Coordinate Cooperate and personal events, including life cycles
- Arrange travel and transportation
- Non-profit event planning
- Event consultation
- Maintaining general files, vendor files and client files

EDUCATION:

Springfield College

Bachelor of Science in Human Services

Fordham University

Course Study towards MSW

2017-2021 Justice of the Peace New Haven, CT

2017-2021 Fair Rent Commission New Haven, CT

2009-Present Levi A. McCrea Scholarship Fund West Haven, CT

Founder

The Fund was established to provide support for Graduating High School students in need of financial assistance. The scholarships are awarded on an annual basis to graduating High School students to assist with college tuition and or books and supplies.

2007-2016 Pastor's Armor Bearer/Personal Assistant Hamden, CT

An armor bearer is someone who is appointed by the Spiritual leader as a trusted member of the staff and works exclusively with the spiritual leader. Responsibility to handle pastors' calendar, scheduled private appointments, attend all outside

2003-2016 Crisis Team Social Worker Hamden, CT

Utilize interviewing techniques, assessed congregation needs and establish community referral sources, Provided basic counseling services motivate clients to increase ability to understand and cope with problems.

Certifications

- CDLP, Group Benefits and Small Business

Volunteer Service:

2017-2021 Justice of The Peace New Haven, CT

2017-2018 Fair Rent Commissioner New Haven, CT