

# GERALDINE L. GRIFFIN

Cleveland, OH 216-326-3900 - Enfotek@gmail.com  
<https://www.linkedin.com/in/geraldine-griffin-mpa-67355817>

## IT Skills

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- Java
- JavaScript
- Json
- Spring Boot
- HTML & CSS
- Thymeleaf
- GIT, GITHUB
- Visual Studio Code
- IntelliJ
- MVC
- DOM API
- Problem-solving
- Erie Hack Water Innovation Summit Participant
- Intro to Coding at Hyland Software's Women in Tech Conference

## EDUCATION

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<b>We Can Code IT Bootcamp</b> Software Developer	<b>2021</b>
<b>Trinity Law School</b> 1L Law Student	<b>2020-2021</b>
<b>University of Melbourne &amp; Bank of New York Mellon</b> <ul style="list-style-type: none"><li>• Language and Tools of Financial Analysis</li><li>• The Role of Global Capital Markets</li><li>• Corporate Financial Decision-Making for Value Creation</li><li>• Alternative Approaches to Valuation and Investment</li></ul>	<b>2016</b>
<b>Ohio Real Estate Salesperson License</b>	<b>2008</b>
<b>Cleveland State University</b> Master of Public Administration	<b>2001</b>
<b>David N. Myers College</b> Bachelor of Science, Business Administration	<b>1997</b>

## EMPLOYMENT

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<b>United Labor Agency</b> Cleveland, OH <i>Support Specialist</i>	<b>04/2018- Presently</b>
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- Engages with clients to establish trusting, collaborative relationships directed toward the goal of competitive employment.
- Assess case by case client vocational functioning on an ongoing basis, utilizing background information and work experiences.
- Implements individualized follow-up support to assist clients in maintaining employment.
- Conduct outreach services as necessary when client appears to disengage from service.
- Coordinate plans for clients who express interest in education to advance their employment goals.

**All Aboard Charters & Tours  
Cleveland, OH**

**03/ 2003 – 04/2018**

*Human Resource Specialist*

- Prepared, payroll, billing and invoices, financial reports and electronic payments.
- Analyzed expenditures and other financial information to develop plans and policies for increasing profits and improving service. Performed A/R & A/P duties.
- Monitored spending to ensure spending was consistent with approved budget.
- Prepared Request for Proposals negotiated and prepared transportation contracts.
- Directed and coordinated activities in Human Resources.
- Conducted employee training sessions on safety, customer service and quality improvement. Structured activities related to dispatching and routing of vehicles.

**Drug Policy Alliance International  
San Francisco, CA**

**01/2001- 01/2003**

*Northeast Ohio Consultant*

- Opened and managed local non-profit branch office
- Maintained balanced budget and accounting responsibilities.
- Coordinated community engaging events and forums, provided grant writing.
- Responsible for researching and identifying impediments to healthcare.
- Compiled and analyzed current and existing public health data.
- Interviewed healthcare providers, managers, and residents.
- Lobbied support among state and local government decision makers.
- Wrote and delivered public speeches and result driven findings reports.

**VOLUNTEER**

**Christian Legal Aid of Los Angeles**

**01/2021-Presently**

333 West Florence Avenue  
Inglewood, CA 90301  
Chrystal Hicks/323-319-3559

*Legal Team Member Volunteer*

Provide Lead Attorney with Administrative Support respective to client cases.  
Engage with clients regarding issues such as Government Benefits.  
Actively participates with Legal Clinic client outreach with documentation gathering instruction.  
Conduct pre-engagement and real time team telephone interaction with clients.  
Administer preliminary research of client's issues and rules law.  
Write follow-up client action plan reports and the recommendations of lead Attorney.

