

SUMMARY

- Dedicated professional with an MPH & MSW, 6 years of community work, & 2 years relevant research
- Experienced in social services, community outreach, advocacy, education, & social justice
- Proven flexibility, resourcefulness, teamwork, leadership skills, & ability to work independently

SKILLS

Advocacy & Social Justice | Community Organizing Leadership | Event Planning | Fundraising | Youth Services
Intermediate Spanish | Fluent French | LGBTQ Services and Support | Immigrant & Refugee Support

WORK EXPERIENCE

Canvass and Community Outreach Manager, *MG Community Connections*, Denver, CO **2017 – Present**

- Direct outreach campaigns for local political candidates and social justice causes
- Manage a team of 2 to 9 people
- Canvas approximately 100 doors per day and communicate with 25 to 40 citizens on current issues
- Contact 150+ households with an average contact rate of 20-30 people/day
- Enter daily data entry of statistics and report-out emails to supervisor and clients

Integration Coach/Case Manager, *ECDC African Community Center*, Denver, CO **2021 – 2022**

- Managed client caseload of 50-60 refugee clients and families
- Interacted with refugee clients in a culturally responsive manner and transported clients
- Completed public benefits applications and intake orientations with clients and resettlement staff

Patient Services Representative, *Dr. Borman and Associates*, Denver, CO **2019 – 2021**

- Provided excellent customer service & answered calls, took messages, and scheduled appointments
- Processed patient payments & filed and created new patient charts
- Ordered and stocked supplies & disinfected and cleaned appointment rooms

Graduate Administrative Assistant, *Denver Office of Immigrant and Refugee Affairs*, Denver, CO **2016 – 2017**

- Monitored and evaluated mini-grant community integration projects
- Researched paths to citizenship and health equity and literacy
- Collaborated with the Denver Immigrant and Refugee Commission & organized events and meetings
- Attending weekly staff meetings & contributed solutions and feedback

Job Club Co-Facilitator, *ECDC African Community Center*, Denver, CO **2015 – 2016**

- Taught job readiness classes, including resume creation and job applications, with refugees
- Provided workplace culture orientation, organized lesson plans, and prepared curriculum
- Coached refugees in interview preparation & trained them in job-seeking skills

Teacher, *Tri-County Head Start*, Durango, CO **2012 – 2014**

- Provided education and care of children
- Conducted monitoring and evaluation of children's development and social-emotional health
- Liaised between families and the school to promote child welfare and mental health
- Performed first aid and anti-choking procedures as needed
- Prepared monthly curriculum of classroom activities

LIZZ MUELLER

(720) 670-1369 · Denver, CO 80210 · Lizz.Mueller363@gmail.com
www.linkedin.com/in/elizabeth-lizz-mueller

WORK EXPERIENCE CONTINUED

Community Health Volunteer, Peace Corps Uganda, Uganda **2009 – 2011**

- Health education and community outreach in hygiene, immunization, sexual health & Family Planning
- Taught Health Science and Life Skills classes, developed related curriculum for teachers
- HIV testing and counseling with related lab work
- Community drama projects with various HIV+ drama groups
- Complied quarterly reports to Peace Corps
- Attended frequent trainings with Peace Corps to maintain and improve skills in the field

Research Assistant and Teaching Assistant, Emory University, Atlanta, GA **2008 – 2009**

- Created and distributed research surveys, and collected and analyzed data
- Compiled report of research results
- Graded assignments, assessed research proposals, and gave feedback to students
- Taught classes to graduate students on effective grant writing

Florida Mesa Elementary School Kid Time Director, Durango School District 9R, Durango, CO **2007 – 2007**

- Supervised 40-50 elementary-aged children & managed a staff of 5 employees
- Scheduled monthly calendars of activities & participated in arts, sports, and educational activities
- Developed after-school enrichment curriculum to improve programming
- Inventoried, requested, and budgeted for supplies
- Acted as a positive role model

EDUCATION

Master of Social Work, Sustainable Development and Global Practice, University of Denver, CO

Child Development Associate Certificate, Washington DC

Master of Public Health, Community Health and Development, Emory University, Atlanta, GA

Bachelor of Arts, Anthropology, Colorado College, Colorado Springs, CO