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Erica Mitchell

Objective

A challenging position that will utilize my abilities developed through my experience and education with the opportunity for professional growth based on performance.

Work experience

2017-2016 Care Lync Support Coordination Syandai LLC

Supports Coordinator

Monitor HCBS contracts within the region of responsibility and serve as operations liaison with assigned subcontractors and program monitors.

Initiate, monitor and provide ongoing oversight of consumer service plans, transitional services, eligibility requirements and individual progress in Medicaid Home and Community Based Waiver Programs to ensure timely and effective services for consumers.

20013-2015 APM (Asociacion Puertorriquenos en Marcha) CUA

Intake Coordinator

Placed children in sustainable resource homes.

Worked with families to certify there homes per DHS guidelines, while conducting home inspections.

Tracked all children placed in Resource Homes.

Assigned all safety conferences to team directors.

Reconciled all billing for all children placed in resource homes.

2007- 2008 Philadelphia Youth Advocate Program

Court Liaison Assistant

Attending court on a daily bases to bring back court reports to the program. This included gaining great knowledge of the company's computer system and their software.

Some filing included

2007 Summer Accounts Payable Office Kutztown University

File Clerk

Filed checks for all employees of Kutztown University, while interacting with students and staff.

Assisted with office duties while learning the payroll system.

2006

Walt Disney World (Magic Kingdom)

Costuming

Interacting with guests from all over the world, allowing me to gain great communication skills.

Helped characters get dressed

Washed and dry costumes

Help cleaned and maintained Character Room (where characters picked up costumes for daily entertainment),

Education

**2000-2004 Cheltenham High School
High School Diploma**

**Kutztown University of Pennsylvania
B.S. Bachelors of Sciences May, 2010**

Volunteering

(Temple University) Drama Troop, Kutztown University Voices of Praise)

References

Available Upon Request