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# Elizabeth N. Collins

## Objective

Position as an Education Consultant.

## Experience

06/2010 - Present State of Michigan – Department of Education

## Department Analyst – Office of Career and Technical Education

- Perkins Grant Reviewer.
- Technical Review, Assistance and Compliance Coordinator.
- Civil Rights Compliance (CRCR) Reviewer.
- Grant Electronic Monitoring (GEMS) Lead.
- CTEPD Grant Administrator.
- Work in MEGS and AdvancEd.
- Prepare packets, letters, memoranda, and maintain correspondence files.
- Maintain school district grant records.
- Maintain electronic files.
- Prepare Reports.
- Answer questions in regards to On Site Reviews.
- Organize records and data in support of assigned programs.
- Understanding of Legislation in relation to grant funding.
- Provide technical assistance.
- Assist with preparation and follow-up of program monitoring.
- Computer use including: Windows Office, Word, Excel, PowerPoint, Access, and Publisher.
- Department Representative for Staff Development Committee.

01/2010 - 06/2010

#### State of Michigan – Michigan State Housing Development Authority (MSHDA)

Lansing, MI

Lansing, MI

Technician/Student Assistant-Housing Voucher Program

- Workload of this position is equivalent to that of a Department Technician.
  - Creation of spreadsheets to be transferred into Versatile. Knowledge of records retention and preparing shipments for Records Center.
  - Responsible for updating of tenant files and ensuring complete and accurate information.
  - Work within a complex system of government assistance trying to help tenants gain self-sufficiency.
  - Responsible for maintaining an elaborate file system.
  - Responsible for making sure files are organized according to HUD and MSHDA guidelines.
  - Auditing of annual and interim reexaminations sent by housing agents to make sure they comply with MSHDA and HUD policy.
  - Working with housing agents to request required documentation.
  - Responsible for answering questions about policy via e-mail, telephone, and written correspondence.
  - Responsible for meeting processing and payment deadlines.
  - Computer use including Windows, Excel, Adobe Acrobat, Outlook, and internal programs.
  - Attend monthly staff meetings and compliance training.
  - Some travel required for staff meetings and training.

#### 07/2007 - 11/2009

#### United States Postal Service

#### Mail Handler

- Worked in mail processing, receiving and distribution.
- Job required me to adapt to changes as my duties varied daily.
- Work collaboratively with other people in different sections to meet a common goal.
- Required to prioritize work in order to meet daily deadlines.
- Required to work overtime on short notice.
- Required to watch my work in order to ensure it was complying with U.S.P.S. standards.
- Load and unload mail trucks.
- Sorted, organized, and processed mail for distribution according to U.S.P.S. guidelines.
- Operated automated machinery.
- Operated forklift and mules.
- Worked individually and in teams.
- Had to repeatedly lift up to 75 pounds.
- Trained new hires.
- Worked varied shifts including nights, weekends, holidays and overtime.
- Required me to learn new tasks fast and accurately.
- Attended weekly staff meetings in regards to policy changes and safety training.

08/2008 - 5/2009

#### Leslie High School

Leslie, MI

Lansing, MI

#### English Teacher Intern

- Educated young adults to prepare them for the future.
- Managed a classroom of 30 students, 5 different periods of the day.
- Maintained a webpage for each class.
- Worked collaboratively with other teachers and members of staff.
- Planned lessons and made sure to organize them within the semester to make sure I was meeting the district calendar.
- Worked to ensure I was complying with State and Federal Laws, working towards AYP.
- Worked to make sure I was complying with our department Grade Level Content Expectations and Standards.
- Computer and other office equipment use. Computer programs include Microsoft Office, Adobe Acrobat, Word, Excel, PowerPoint, and Grade Quick.
- Trained mentor teacher on computer use.
- Wrote lessons and assessments.
- Prepared analyses and reports to present to the school, students, and parents.
- Attended staff meetings.

#### Delta Dental Plan of Michigan

Okemos, MI

#### **Customer Service Associate**

- Certified Dental Assistant, certificate completed at Lansing Community College.
- Answered over 100 inbound customer inquiries daily about policy and claims processing.
- Customers included dental insurance subscribers, providers and employers.
- Processed and adjusted dental claims.
- Use of computer, respectful use of internet, and other office equipment (i.e.-fax, scanner, copy machine, multi-line phone system).
- Fast-paced work environment.
- Attended training sessions and helped train new hires.
- Had to prioritize, track, and report on dental claims.
- Worked collaboratively with other departments to ensure proper claims handling.
- Called providers and subscribers to request information.

## Certifications

10/2001 - 8/2004

#### Secondary Teaching Certification: English and history

Teaching Internship completed at Michigan State University, May 2009.

## **Elizabeth N. Collins**

## **Community Service**

- Tutored English Language Learners
- Tutored students in reading through the Read to Succeed program sponsored by the Literacy Coalition.

## Education

08/2011 - 08/2013

Michigan State University

East Lansing, MI

## Master of Arts in Education Degree

- Concentration in Technology and Learning.
- To be completed Summer 2013

08/2005 - 08/2008

#### Michigan State University

East Lansing, MI

## **Bachelor of Arts Degree**

- Bachelor degree in English with a history minor, completed August 2008.
- Completed yearlong teaching internship for Secondary Education May 2009.
- Completed other teaching experiences including working with students with special needs and a young adult alternative school.
- Completed a yearlong internship (32 hours per week) as an English teacher at Leslie High School.
- Completed a yearlong internship (4 hours per weeks) as an English teacher at St. Martha School.
- Completed a semester long internship (4 hours per week) as an English teacher at Harry Hill Academy.
- Completed 90 observational hours in an English classroom at Holt High School.
- Completed many analyses, case studies and reports.
- All of these experiences taught me how to work collaboratively with other teachers, parents, students, administration, and other members of staff to educate young adults and prepare them for the future. Required me to keep records and reports of individual students as well as whole classes and grade levels.

## **Continuing Education**

Completed masters level coursework in Education. Planning to earn Master's Degree in Education.

## References

Professional		
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