

# CURRICULUM VITAE

SANFRENÀ A. BRITT

1001 Leadership Place | Killeen, TX 76549 |

## CURRENT CAREER INFORMATION

**Executive Assistant to the Provost and Vice President for Academic and Student Affairs**

**Adjunct Professor for College of Arts and Sciences in Sociology (Race & Ethnic Relations and Sociology of the Family)**

## EDUCATION

**Doctor of Education, Leadership in Higher Education**

In Progress

*University of Mary Hardin Baylor*

**Master of Science, Psychology and Counseling**

December 2013

*Texas A&M University-Central Texas*

- Major: Counseling Psychology
- Licensed Professional Counselor
- Related Coursework: Human Development; Psychopathology; Crisis Intervention; Substance Abuse; Cultural and Gender Issues in Psychology; Behavioral Statistics; Play Therapy; Assessment Fundamentals; Methods in Group Psychology Counseling; Research Methods

**Bachelor of Science, Psychology**

October 2011

*University of Phoenix*

- Major: Psychology
- Related Coursework: Biology; Organizational/Industrial Psychology; Social Psychology; Neuropsychology; Cognitive Behavior, Abnormal Psychology; Developmental Psychology; and Brain, Mind and Body, Psychology of Religion

**Associates, Applied Psychology**

May 2009

*University of Phoenix, Axia College*

- Major: Psychology
- Related Coursework: Humanities, Life Span, Abnormal Psychology, Ethics, Psychology of World Religions

## RESEARCH INTERESTS

### **Race and Ethnic Relations**

- Community development and relations for civics and civility
- Understand available support for graduation success of various ethnic groups
- Research the correlation between minority non-traditional students and racial inequality in higher education
- Research applications of deliberate support systems for minority groups to assist with retention and completion of higher education degrees
- Race and Ethnicity correlations in the United States
- The Unimportance of Race in Global Society

### **Military Re-acclimation**

- Research the relationship between play therapy and positive motivation in soldiers diagnosed with Post Traumatic Stress Disorder
- Understand the psychological effects of emotional distress on the physical body in soldiers returning from war
- Re-Integration and the incorporation of coping with traumatic events in adjusting to the new normal

### **Behavioral Psychology**

- Understand the relationship between individual cognition and appropriate cultural behavior
- Research the symbiotic relationship between cognition and behavior
- Research the relationship between memory, impulse and acceptable behavioral response

### **Spirituality and Psychology (Cognition and Affect)**

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- Relate the current resources available through religion and spirituality to positive response of psychotherapy
- Use emotional intelligence as a resource for understanding spirituality and behavioral response.
- Research the integration of thought processing of environmental stimuli to mental restructuring.

## EXPERIENCE

### **Executive Assistant to the Provost**

2013 to Present

#### **Texas A&M University-Central Texas**

*Provost and Vice President for Academic and Student Affairs*

#### **Position Summary:**

The Executive Assistant to the Provost provides support services to the Provost, while overseeing and coordinating general functioning and business operations for Academic and Student Affairs in the Office of the Provost. Specific knowledge of higher education, good judgment in decision making, and outstanding oral and written communication skills are essential factors in completing daily tasks. Responsibilities include: budgetary accountability, staff supervision and management, office workflow coordination, research and other special assignments. The ability to interact in a positive and professional manner with university administration, faculty, staff, students, the general public and public officials is demonstrated consistently.

- Completes all necessary documentation protocol for hiring and credentialing new faculty. Advance knowledge with creating multiple reports using data specific formulas
- Enters faculty information into various software systems for access to email, BlackBoard, Banner, and Payroll. Advanced knowledge and ability to use Internet storage and comply with security protocols
- Extensive knowledge and demonstrated ability to interface with multiple programs and software to retrieve data-driven information in a secure environment
- Executes administrative, financial, and management for all accounts associated with the Office of the Provost/Vice President of Academic and Student Affairs
- Compose and disseminate communicate between deans, faculty, department chairs and directors, and the Provost/Vice President for Academic and Student Affairs.
- Communicate with system officials and coordinate meetings between system, university, faculty, and administrative staff
- Govern the dispersion of funds between the Office of the Provost and other departments
- Liaise between students, deans, and assistant vice presidents for meetings with the Provost
- Oversee credentialing and faculty file management. Extensive knowledge of SACSCOC credentialing requirements
- Create and proofread documents submitted from the Office of the Provost
- Professional development training for staff members in administrative roles
- Assist the Provost in various administrative and departmental areas
- Other duties as assigned

### **Adjunct Faculty**

January 2015 to Present

#### **Texas A&M University-Central Texas**

*College of Arts and Sciences, Department of Humanities*

- Designed and currently teaches online and hybrid courses in *Race and Ethnic Relations*
- Designed and currently teaches online and hybrid courses in *Sociology of the Family*
- Serves on new textbook adoption committee for Social Sciences Department
- Currently conducting research in support for military minority groups seeking higher education degrees
- Active member of the Diversity Committee and American Democracy Project.

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## Senior Administrative Assistant

2012 to 2013

### Texas A&M University-Central Texas

*Associate Vice President for Graduate Studies & Research*

- Assists with administrative, financial reporting, and management for all accounts associated with the Associate Vice President for Graduate Studies & Research.
- Compose and disseminate communicate between graduate faculty, graduate coordinators, department chairs, department heads, and the Associate Vice President.
- Communicate with system officials and coordinate meetings between system and university faculty and administrative staff.
- Govern the dispersion of graduate assistants for all university departments. Collaborate with students and Associate Vice President for the resolution of student issues pertaining to student success.
- Coordinate travel and funding for travel for the Associate Vice President and graduate faculty. Serve on several committees for administrative support as needed.
- Other duties as assigned.

*School of Education- Professional Education & Policy Studies*

- Assist college and graduate level students with information about the teacher education program and educational leadership certification
- Answer questions and offer referral information for advising on degree plans and complete the coursework necessary to become a teacher, principal, or superintendent of schools in the state of Texas.

### Killeen Independent School District

1992 to 2012

*Superintendent's Office/ Executive Administrative Assistant*

- Clerical duties, which required proficient knowledge of:
  - Advanced User: Microsoft Office Suite
  - Advanced User: Adobe Acrobat Professional
  - InDesign CS4
  - BlueZone (an internal financial database)
  - Student Plus (demographic database)
  - TEAMS (an internal requisition and payment software)
- Development of:
  - PowerPoint Presentations
  - Excel documents (spreadsheets and workbooks with cross-referencing formulas for automatic computations)
  - Word documents as templates and forms
  - Charts and graphics for desktop publishing.
- Assisted with the publication of the Employee Handbook for KISD
- Technical support for office complex including troubleshooting, software installation and peripheral maintenance and use.
- Customer service and assistance, including redirection and help with concerns and issues related to campus or administrative issues.
- Custodian and administrator for SharePoint server, which houses administrative procedures and policies. All revisions and corrections that must be included in the district Administrative Procedures Manual are edited for content then sent for updating and uploading onto the district's website.

*Accounting Department/ Activity Fund Technician*

- Responsible for reviewing and reconciling financial transactions for 49 schools and over 1.2 million dollars in separate bank accounts for the area elementary, middle and high schools

*Principal's Secretary*

- Manager for three different offices and accountability for instructional assistant, and other para-professionals on campus.

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- Responsible for payroll and cash accounts
- Created maintenance requests, inventory requisitions, scheduled meetings according to shared calendars on Microsoft Outlook
- Kept detailed files of purchase orders, received goods, paid vendors, customer service, and other clerical duties as needed.

## *Parent Liaison*

- Multi-Cultural Awareness, education and activities (community/school involvement in establishing and sharing various cultural and ethnic traditions annually). Activities involved introducing professionals and authors into the school environment, teaching parenting courses on multi-cultural and ethnic awareness, and sharing ethnocentric views held by various cultures in an effort to demonstrate the symbiotic relationship between cultures and races.
- Taught adult classes on race and multi-cultural awareness and relationships in the United States. Assisted with cultural and ethnic relations between the school and families. Encouraged collaborative communication and experiences through Family Frameworks curriculum and cultural events. The events included: American Indian Pow-Wows, Cinco de Mayo celebrations, multi-cultural and ethnic fairs, and informational courses held weekly on religions of the world, cultural diversity, and race relations.
- Counseling sessions for military and cultural acclimation (military families with bi-racial and multi-racial family members needing assistance with acclimating to new family environments.)
- Liaison for parents who needed help with various areas including but not exclusive to:
  - Finances (guidance to government and state agencies)
  - Housing (guidance to local shelters and Housing and Urban Development applications)
  - Parenting (provided classes and training on parenting skills)
  - Homework/ Class work help (tutoring for parents to assist them with refresher classes which allowed them to help with their children's school work)
  - GED and ESL (scheduled local college classes for parents to learn English or attain their GED)
  - Career and Job Interests
  - Standardized Dress Uniform Assistance (set the precedence for piloting the local schools standardized dress uniforms, including assistance for parents who could not afford uniforms for their children)
- Volunteering (coordinator and consultant)
- Bereavement and extended illness
- Parental guidelines for dealing with depression
- Traumatic events and situations leading to adverse emotional affect
- Behavioral and discipline issues
- Group educational meetings on parenting strategies and family issues

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## MILITARY

### **United States Army, NG, Alabama**

1984-1990

Supervised a crew of 7; duties included small-arms inventory and record keeping  
Preventive maintenance and operations of 2 ½ ton military transport  
Computer machine operations  
Computer analysis  
Computer maintenance  
Earned various awards for excellent service.  
Honorable Discharge

## VOLUNTEER

### **Bring Everyone In The Zone**

2014- Present

Field supervisor for Counseling Psychology practicum students  
Field advisor and supervisor for Counseling Psychology Interns

Provides consultation and supervision of clients seeking therapy with the non-profit organization Bring Everyone In The Zone. Clients are active duty and veteran military service members and their dependents. Re-acclimation into the community and social settings is given assistance through counseling and referrals to other state and military agencies.

### **Public Education Committee**

2014- Present

Serve as Co-Chair with President Marc Nigliazzo on the Greater Killeen Chamber of Commerce Public Education Committee.

The Public Education Council is responsible for working with educational institutions to create and execute collaborative strategies to produce the workforce of tomorrow.

### **Diversity Committee** (Texas A&M University-Central Texas)

2015- Present

The Diversity Committee serves as an advisory body to the President and whose charge includes promoting centralized communication of access, equity and diversity initiatives. The committee also identifies and promotes related programs and activities. The committee monitors equal employment opportunities and affirmative action efforts at TAMUCT.