

**SaQuita Frazier**  
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**Arlington, TX 76016**  
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**Education:** M.A. in Criminal Justice Administration University of Central Oklahoma Edmond, Oklahoma  
May 2000.

**Experience:**

**Case Manager:** Federal Bureau of Prisons Federal Medical Center, Carswell, Fort Worth, Texas  
July 2007 to present. Prepare special progress reports for such consideration as parole, transfer,  
restoration of forfeited good time, and make appropriate recommendation. Corresponds with attorneys,  
judges, probation and parole offices and other professionals regarding the inmate's case.

**Case Manager Coordinator (Acting):** Monitors unit classification teams to ensure they are  
effectively and appropriately conducted, and that BOP policy is being followed. Makes recommendations  
regarding staffing and internal assignments of case management staff. Conducts internal audits and  
assesses policy compliance within correctional programs.

**Adjunct Professor:** El Centro Community College August 2008 to present. I have taught  
the following classes: Criminal Law, Introduction to Criminal Justice, America's Courts and the Criminal  
Justice System, and Corrections in the 21<sup>st</sup> Century.

**Senior Officer:** Federal Bureau of Prisons Federal Correctional Institute Seagoville, TX  
December 2002 to 2008. Supervise inmates in correctional setting. Enforce rules and regulations  
governing facility security inmate accountability and inmate conduct to ensure judicial sanctions are  
carried out and inmates remain in custody.

**Case Manager Supervisor:** New Directions Work Release Center (Oklahoma Department of  
Corrections) October 1998 to 2002. I taught substance abuse, HIV/STD, Parenting, Stress Management  
and Work Ethics classes. Prepared and submitted written reports concerning inmate pay work  
performance and program participation to supervisory staff. Served as liaison between staff and other  
agencies such as: Oklahoma Pardon and Parole Board, Department of Corrections, Oklahoma County  
Sheriff's Department and Department of Mental Health. Supervised two case managers and the total  
inmate population.

**Case Manager:** New Directions Work Release Center (Oklahoma Department of Corrections)  
November 1995 to April 1998. I was trained and performed the following duties as a specialized  
counselor in the following areas with a caseload of sixty-three to seventy inmates: prepared parole  
summaries for inmates awaiting parole review. Developed and prepared release plans for inmates to be  
processed and prepared release plans for inmates to be processed ensured that all inmate files were in  
compliance according to department of correction guidelines and ACA Standards? Assisted inmates in  
developing, evaluation and implementing life-changing plans to assist them in becoming a productive  
citizen once they returned to society.

**Related Course Work:**

Criminal Justice Management and Administration, Correctional Systems Management and  
Administration Police Management and Administration, Innovations Corrections and Penology, Police  
Community Relations Introduction to Criminal Justice, Introduction to Corrections, Becoming a Cop in  
America, Social Deviance and Juvenile Justice Management and Administration.

**Computer Skills:**

Word Perfect Lotus 1-2-3 and Excel

**Activities:**

Alpha Kappa Alpha Sorority Inc. 1996 to present, National Association of Blacks In Criminal  
Justice 1993 to present, and The Metroplex Hostage Negotiation Team (Federal Bureau of Prisons) 2005  
to 2008.

