

FRANCES G. GRIFFIN

Eastfield College
3737 Motley Dr. Mesquite, TX 75150

EXPERIENCE

EASTFIELD COLLEGE, MESQUITE ISD, Mesquite, TX **2012-Present**

Adjunct Professor

Responsible for teaching English 1301 and 1302.

- Developed curriculum complying with both DCCCD and MISD requirements.
- Coordinated instruction and assessment with colleagues.
- Supported improvement through continuing education.

MESQUITE HIGH SCHOOL, MESQUITE ISD, Mesquite, TX **2004-Present**

Teacher

Responsible for teaching English and Reading for grades 9-12.

- Developed instruction to assist students to cultivate critical thinking and problem solving skills.
- Expanded instruction and assessment methods by sharing information with colleagues.
- Supported improvement through continuing education.

**STATE STREET/DEUTSCHE BANK/BANKERS TRUST CO./
NATIONSBANK, Dallas, TX** **1996-2004**

Vice President

Responsible for supervising employees in plan administration and the various aspects of plan administration including cash management and trust accounting.

- Developed excellent client relationships through furnishing timely and accurate service and “going the extra mile.”
- Provided leadership for team members by providing needed support, providing learning opportunities and being open to their suggestions for improvements.
- Fostered teamwork through cross-training and shared duties.

KPMG PEAT MARWICK/SEI RETIREMENT SERVICES, Dallas, TX **1991-1996**

Team Leader

Responsible for supervising employees in plan administration.

- Responsible for various aspects of plan administration including trust accounting, compliance testing, document interpretation and preparing and filing required IRS documents.

DUN & BRADSTREET PENSION SERVICES, Dallas, TX **1990-1991**

Plan Administrator

Responsible for various aspects of plan administration including trust accounting, compliance testing, document interpretation and preparing and filing required IRS documents.

TEXAS COMMERCE BANK, Austin, TX **1988-1990**

Administrative Assistant

Responsible for the administration of employee benefit accounts. Involved in various aspects of account administration including trust accounting, compliance testing, document interpretation and preparing and filing required IRS documents.

FIRST CITY NATIONAL BANK, Austin, TX

1985-1988

Allocations Assistant and Securities Assistant

Responsible for processing allocations and preparing and filing required IRS documents. Responsible for processing trades and transfers of securities, processing and reconciling income for all trusts.

EDUCATION/TRAINING

UNIVERSITY OF TEXAS AT DALLAS

M. A. Humanities-Studies in Literature

B.A. in Literary Studies. Graduated cum laude.

Currently in PhD program.

TEXAS STATE BOARD FOR EDUCATOR CERTIFICATION

Texas Educator Certification as Classroom Teacher