

Curriculum Vitae

A'Mera Frieman
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Richland College
12800 Abrams Road
Dallas, TX 75243

Education

El Centro College – Dallas, TX **May 2005**
Associate of Arts and Sciences in General Studies

Dallas Baptist University- Dallas, TX **May 2010**
Bachelor of Arts and Sciences in Interdisciplinary Studies
Dual Majors: Criminal Justice and Business

Masters of Arts in Professional Development **May 2016**
Major: Professional Development

Teaching Experience

Garland ISD, Garland, TX **January 2015 to Current**
Substitute Teacher

Breaking the Line Books – BTLB **April 2014 to Current**
Professional Development Trainer

Publications and Papers

Victoria's Beginning

Victoria's Choice

Joy

The Legacy

2014-2015 Stopping the Madness Antibullying Foundation Advocate Manual

2016-2017 Stopping the Madness Antibullying Foundation Parent/Educator/Community Training Manual

Certificates, Certifications & Other Qualifications

2014 O.J. Thomas Alumni Excellence Honoree

2015 National Indie Excellence Winner of African American Fiction

UNT WISE DARS Program Director Certification

UNT WISE DARS Job Coaching Certification

Dallas Baptist University Professional Life Coaching Advanced Certificate

2014-2015, Inspirational Luminary at inspiremetoday.com

Relevant Work Experience

Breaking the Line Books, Garland, TX **July 2013 to Current**
CEO/Editor-in-Chief/Professional Development Specialist

- Principle Coach, Consultant, Author, and Editor-in-chief of document creation and literary projects
- Professional development, employment coaching, interview preparation, resume writing services

I certify that statements made by me in this vitae are true, complete and correct.

- Texas DARS credentialed Employment Services Provider
- Vocational review and recommendation, career services coaching, contracts, contractor support
- Office management, event scheduling, document client files; New talent acquisition
- Blogger and social media expert, client services, cashier, conflict resolution, and mediation

Stopping the Madness Antibullying Foundation, Garland, Texas

April 2014 to Current

Co-Founder/Executive Director

- Participate with the Board of Directors in the antibullying vision and strategic plan to guide the organization
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of stopping the madness of bullying through faith-based family initiatives
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board

Garland ISD, Garland, TX

January 2015 to Current

Substitute Teacher

- Professional interim instructor for elementary, middle, and high school students
- Classroom and hallway monitoring, supervising classwork
- Scheduling and adhering to the teachers' lesson plans; organizing and grading assigned work; confidentiality, reporting concerns, and documentation of day summaries

Texas Department of Health and Human Services, Dallas, TX

August 2013 to July 2014

Hospital Based Worker II

- Bilingual TANF, SNAP, Children's and Adult Medicaid Eligibility Services Specialist
- Interview clients or authorized representatives to gather information to determine eligibility, processes changes and reviews to determine or verify eligibility or continued eligibility of government issued benefits, senior level casework, and reviews; Document cases properly in TIERS eligibility software
- Update client status, process overpayments and referrals, and adjusts or restores benefits

Texas Department of Health and Human Services, Mesquite, TX

October 2010 – August 2013

Clerk III, Texas Works Advisor I & II

- Screen applications, scheduling, client services, assist Texas Works Advisors
- Bilingual TANF, SNAP, Children's and Adult Medicaid Eligibility Services Specialist
- Interview clients or authorized representatives to gather information to determine eligibility, and perform senior level casework and reviews, process changes and reviews to determine or verify eligibility or continued eligibility of government issued benefits; Document cases properly in TIERS
- Updates client status, process overpayments and referrals, and adjusts or restores benefits

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