

BRITTANY HALL

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EXPERIENCE

JULY 2018 – PRESENT

GRANT COORDINATOR, THE UNIVERSITY OF KANSAS, JENNIFER MYERS

Supports Principal Investigators, faculty and administration on financial management for SWIFT Education Center at Kansas University. Fiscal management, budget planning, projected planning, and implement several income accounts and report expenses on the Endowment accounts and Sponsored Research. Management of revenue and expenditures to maintain federal and state compliance of agencies along with Kansas University universal guidelines. Serve as a liaison for the Life Span Institute, Shared Service Center, various KU departments, KU Center for Research, stakeholders and Research and Graduate Studies for all sponsored projects. Management of salary and fringe in compliance with granting agency on behalf of SWIFT Education Center. Skills in FITC, CONCUR, OAC, Oracle Programming provided by Kansas University.

JANUARY 2018 – MAY 2018, AUGUST 2019-MAY 2022

ADJUNCT PROFESSOR, HASKELL INDIAN NATIONS UNIVERSITY, JACKIE BOYD AND RHONDA LEVALDO

Adjunct Professor for Humanities and School of Business. Haskell Seminar is the new and transfer student orientation course. School of Business courses includes Management Organizational Behavior, Business Technical Writing and Principles of Marketing. Prepare lesson plans and execute for synchronous and in person instruction utilization Blackboard Ultra, Microsoft Teams and/or ZOOM. Serve as a liaison for students and the university. Grade and provide feedback to students on coursework in a timely manner. Provide one on one instruction needed by individuals to assist learning style.

JULY 2016 – JUNE 2018

BUSINESS AND GRANT MANAGER, HASKELL FOUNDATION, JOESEPH CLOTE

Administrative associate then promoted to Business Manager. Fiscal management of all funds in the Haskell Foundation that included operational and grant funds. Oversee employees in absence of Executive Director in a team of five. Human resource duties in processing employees with K-4's, W-4's, enrollment in insurance, I9's and orientation. Created and executed reports on behalf of the Foundation for IRS, U.S. Census and Kansas Department of Labor. Skills in Mize Houser & Company accounting system to process invoices, disbursement vouchers, coding, payables, receivables, payables, and checks. Hold monthly meetings with Principal Investigator's to go over financials of federal grants to ensure grants are following their budgets and in compliance with agencies. Prepare and perform drawdowns in G5 for Department of Education, SF-425's and other grant financials and reports with multiple agencies.

EDUCATION

MASTER IN BUSINESS ADMINISTRATION, BAKER UNIVERSITY, 2015

BACHELOR OF ART IN INDIGENOUS AMERICAN INDIAN STUDIES, HASKELL INDIAN NATIONS UNIVERSITY, 2012

COMMUNITY AND PROFESSIONAL SERVICE

AUGUST 2021 – PRESENT

SECRETARY, SHAWNEE TRIBE CULTURAL AND HISTORIC PRESERVATION COMMITTEE

AUGUST 2021 – PRESENT

ADVISOR, BETA XI CHAPTER OF PHI IOTA ALPHA AT KU

APRIL 2021 – PRESENT

PRESIDENT, NATIONAL BOARD OF REGENTS FOR HASKELL INDIAN NATIONS UNIVERSITY

OCTOBER 2021 – PRESENT

MEMBER, COLLEGE OF LIBERAL ARTS AND SCIENCES DEI CABINET AT KU

APRIL 2022 – PRESENT

MEMBER, LIFE SPAN INSTITUTE DEI COMMITTEE

SEPTEMBER 2021 – JUNE 2022

MEMBER, SWIFT EDUCATION CENTER INTERNAL EQUITY TEAM

JUNE 2021 – APRIL 2022

MEMBER, MENTAL HEALTH AD HOC FOR HASKELL INDIAN NATIONS UNIVERSITY

DECEMBER 2020 – PRESENT

SNOW SHOVELER, DOUGLAS COUNTY SENIOR RESOURCE CENTER

JANUARY 2020 – MARCH 2020

MEMBER, WOMEN OF COLOR AT KU

JANUARY 2020 – PRESENT

MEMBER, KU POW WOW COMMITTEE AND COMMITTEE LEAD FOR 5K RUN

AUGUST 2019 – PRESENT

TREASURER, NATIVE STAFF AND FACULTY AT KU

SEPTEMBER 2015 – MAY 2019

COMMUNITY MEMBER, INDIAN EDUCATION COMMITTEE

MAY 2022 – PRESENT

BOARD OF REGENTS REPRESENTATIVE, HASKELL ALUMNI ASSOCIATION

DECEMBER 2015 – MAY 2022

TREASURER, HASKELL ALUMNI ASSOCIATION

JUNE 2013 – MARCH 2020

COMMUNITY BEADER, HASKELL CATHOLIC CENTER

REFERENCES

JENNIFER MYERS-JENNATT@KU.EDU-785.864.0583

DANIEL WILDCAT-DWILDCAT@HASKELL.EDU-785.865.8428

WADE KELLY-WKELLY@SWIFTEDUCATIONCENTER.ORG-785.691.8436

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