

ALEXIA GEARY MANESS

Curriculum Vitae

Clinical Research Manager
Baylor Scott & White Research Institute
Baylor Scott & White Health
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Waco, TX 76708
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EDUCATION

Baylor University, Waco, TX, 2004
Bachelor of Science
Major: Education

RESEARCH EXPERIENCE

Research Manager, 2020 – present, Warriors Research Institute (WRI) and Trauma Research Center (TRC)
Program Manager, 2015 – present, Warriors Research Institute (WRI)
Baylor Scott & White Research Institute (BSWRI)

Suzy Gulliver, Ph.D., Research Center Director, WRI

Mark Powers, Ph.D., Research Center Director, TRC

Ann Marie Warren, Ph.D., Research Center Director, TRC

Jennifer Thomas, BSN, MS, CCRC, Vice President, Research Operations, BSWRI

- Facilitate the operations of WRI and TRC within the larger Baylor Scott & White Research Institute, and Baylor Scott & White Health systems
- Plan fiscal year budgets, working with research center directors and BSWRI finance teams
- Manage fiscal year budgets
- Work with leadership to establish yearly operating budgets for WRI and TRC within BSWRI
- Facilitate service agreement execution for consultation services of Research Center Directors between external sources and BSWRI
- Coordinate and manage miscellaneous invited ventures such as book chapters, consultation projects, and encyclopedia volumes
- Manage daily operational needs including: physical space, technology requests and procurement, supply orders, expenses, and inventories
- Oversee and manage administrative leadership of WRI and TRC, such as recruitment of employees, onboarding employees, employee time-keeping and project effort certification, and system application approvals across various platforms, and work with human resources on various employee relations.
- Lead regular administrative, budget, and productivity meetings
- Create and disseminate annual report detailing the accomplishments and goals of each research center.
- Assist in grant proposal writing and editing
- Oversee website content and regular updates
- Coordinate executive travel and complex reimbursements using multiple applications
- Maintain updated information for collaborators and former employees and interns
- Participate in regular science meetings and discussions
- Manage Institutional Review Board (IRB) submissions through BSWRI

PROJECTS

1. Program Manager, Gulliver, S. B., (2020). Volume IV: Special Issues in Health Psychology. In L. M. Cohen (Ed.) *Encyclopedia of Health Psychology*. Hoboken, New Jersey: Wiley.
2. Program Manager, *A Recovery High School for McLennan County*
A community project to establish a secondary school designed specifically to provide a sober and recovery-supportive learning environment for students who are in active recovery from alcohol and substance use disorder and other addictions with corresponding behavioral health issues.
Project Ongoing: 4/2017 - present
3. Program Manager, Hogg Foundation for Mental Health awarded to Suzy Bird Gulliver *Evaluating the Efficacy of Peer Support Training and Supervision for Texas Firefighters*
Funding Period: 7/1/2016 - 6/30/2017
Total Costs: \$21,371

INVITED PANEL DISCUSSION

Working Together to Fight Addiction in Waco, Waco Behavioral Health Symposium, Fighting Addiction as a Community, 11/8/2019

PUBLISHED CHAPTERS

1. Kruse, M. I., Denman, T. C., **Maness, A. G.**, & Gulliver, S. B. (2019). Co-Occurring PTSD and Substance Use Disorders. In B. A. Moore & W. E. Penk (Eds.) *Handbook for the Treatment of PTSD in Military Personnel (Second Edition)*. New York: Guilford Press.

POSTERS AND PRESENTATIONS

1. **Maness, A.G.**, Coe, E., Ettinger, L., Woodall, S., Asikis, C., & Gulliver, S.B. (2020, June). *Roadblocks, Potholes, U-turns, and Detours: The Road to Establishing a Recovery High School*. Presented at the virtual 19th National Recovery Schools Conference.
2. **Maness, A. G.**, Coe, E., Ettinger, L., Woodall, S., Ostiguy, W., & Gulliver, S. B. (2019, July). *Barriers and solutions: Building a new recovery high school program in the land of Fixer Upper*. Round table discussion presented at the 18th National Recovery Schools Conference, Boston, MA.
3. Dobani, F., **Maness, A. G.**, Pennington, M. L., Coe, E., Meyer, E. C., Gulliver, S. B. (2019, May). *Building a Continuum of Care: Recovery High School in Central Texas*. Podium presentation at Baylor Scott & White Central Texas Scholar's Day, Temple, TX.
4. Dobani, F., Pennington, M. L., Denman, T. C., **Maness, A. G.**, Gulliver, S. B. (2018, April). *Mediating effects of family social support on potentially traumatic events and PTSD in firefighters*. Poster presented at 6th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
5. **Maness, A. G.**, Gomez, D. R., Pennington, M. L., Denman, T. C., Thomason, P., Meyer, E. C., Leto, F. & Gulliver, S. B. (2018, April). *The Utility of Telephone Supervision in Peer Support Training for Texas Firefighters*. Poster presented at 6th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.

6. Pennington, M. L., Dobani, F., Denman, T. C., **Maness, A. G.**, Meyer, E. M., & Gulliver, S. B. (2018, April). *Mental functioning and drinking motives in firefighter recruits*. Poster presented at 6th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
7. Terblanche, M., Pennington, M. L., Dobani, F., Denman, T. C., **Maness, A. G.**, Meyer, E. C., & Gulliver, S. B. (2018, April). *Resilience and PTSD symptoms in firefighters*. Poster presented at 6th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
8. **Maness, A. G.**, Gomez, D. R., Pennington, M. L., Denman, T. C., Thomason, P., Meyer, E. C., Leto, F. & Gulliver, S. B. (2017, November) *The Utility of Telephone Supervision in Peer Support Training for Texas Firefighters*. Poster presented at Texas Psychological Association 2017 Annual Convention, Houston, TX.
9. Pennington, M. L., **Maness, A. G.**, Gomez, D. R., Thomason, P. M., Denman, T. C., & Gulliver, S. B. (2017, April). *Ethics of suicide research: Does asking about suicide increase suicidality in fire service?* Poster presented at the 5th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
10. Gomez, D. R., Torres, V. A., Thomason, P. M., Denman, T. C., Pennington, M. P., **Maness, A. G.**, & Gulliver, S. B. (2017, April). *Sleep problems and posttraumatic stress disorder in fire service*. Poster presented at the 5th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
11. Thomason, P. M., Denman, T. C., Gomez, D. R., Pennington, M. L., **Maness, A. G.**, & Gulliver, S. B. (2017, April). *Does the context of suicide exposure influence the effects of PTSD in firefighters?* Poster presented at the 5th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
12. Denman, T. C., Pennington, M. L., Gomez, D. R., Thomason, P. M., **Maness, A. G.**, & Gulliver, S. B. (2017, April). *Drinking motives and marriage in firefighters*. Poster presented at the 5th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
13. Frank, S., Vielma, I., Pennington, M. L., Thomason, P. M., Gomez, D. R., Denman, T. C., **Maness, A. G.**, & Gulliver, S. B. (2017, April). *Attrition among veteran and non-veteran firefighters in a three-year longitudinal study*. Poster presented at the 5th annual Baylor Scott & White Health Central Texas Research Day, Temple, TX.
14. Gulliver, S. B., Denman, T., Thomason, P. Pennington, M., **Maness, A.**, Gomez, D., Leto, F., Cammarata, C., Zimering, R. T., Ostiguy, W., & Kimbrel, N. (2016, November). *Teaching firefighters AMIT: Effective methods of peer training*. Poster presented at the 32nd annual meeting of the International Society for Traumatic Stress Studies, Dallas, TX.
15. Gulliver, S. B., Pennington, M., **Maness, A.**, Gomez, D., Thomason, P., & Denman, T. (2016, November). *Warriors Research Institute*. Presented at the Baylor Scott & White Health Scientific Research Retreat, Waco, TX.
16. Denman, T., Pennington, M., **Maness, A. G.**, Torres, V., Gomez, D., & Gulliver, S. B. (2016, May). *Do female firefighters have more stigma concerns regarding behavioral health services than male firefighters?* Poster presented at 4th annual Baylor Scott & White Health Research Days, Temple, TX.

17. Gomez, D. R., Torres, V. A., Pennington, M. L., Carpenter, T. P., **Maness, A. G.**, Morissette, S. B., Zimering, R. T., & Gulliver, S. B. (2016, May). *The relationship between exercise, social support, and depression in firefighter recruits*. Poster presented at 4th annual Baylor Scott & White Health Research Days, Temple, TX.
18. Torres, V. A., Gomez, D. R., Pennington, M. L., Carpenter, T. P., **Maness, A. G.**, Morissette, S. B., Zimering, R. T., & Gulliver, S. B. (2016, May). *How does lifetime recreational drug use relate to nicotine use in the first 3 years of fire service?* Poster presented at 4th annual Baylor Scott & White Health Research Days, Temple, TX.

RESEARCH DEVELOPMENT

- *Research Ethics*, Office of Academic Research Development, Baylor Scott & White Health, 1/14/2016
- *Research Design and Basics*, Office of Academic Research Development, Baylor Scott & White Health, 1/19/2016
- *Institutional Review Board (IRB) Guidelines*, Office of Academic Research Development, Baylor Scott & White Health, 1/25/2016
- *Academic Writing: IRB Protocols*, Office of Academic Research Development, Baylor Scott & White Health, 9/1/2016
- *Creating a Poster Presentation*, Office of Academic Research Development, Baylor Scott & White Health, 9/13/2016
- *The Do's and Don'ts of Informed Consent*, Office of Academic Research Development, Baylor Scott & White Health, 9/21/2016
- *Grant & Project Management*, Office of Academic Research Development, Baylor Scott & White Health, 10/11/2016
- *Research Informed Consent*, Research Regulatory Affairs Office, Baylor Scott & White Health, 10/20/2016
- *Academic Writing: Key Considerations for Manuscript Publication*, Office of Academic Research Development, Baylor Scott & White Health, 12/1/2016
- *Everything Disc ® Workplace*, Baylor Scott & White Research Institute, 11/29/2018

RESEARCH ACTIVITIES

- Scholar's Day, Office of Education, Baylor Scott & White Health, 5/2019
- Research week, Baylor Scott & White Research Institute 4/9 – 4/13/2018, 4/8 – 4/12/2019
- 2nd Annual Recovery to Practice Symposium, Texas Association of Addiction Professionals – Waco Chapter, 3/5/2019
- Waco Behavioral Health Symposium, Fighting Addiction as a Community, 11/8/2018
- Research Days, Baylor Scott & White Health, Office of Academic Research Development, 5/2015, 5/2016, 4/2017, 4/2018

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

- Association of Clinical Research Professionals, 2021

MEMBERSHIP IN COMMUNITY ORGANIZATIONS

- Our Community, Our Future, 2017 – present

- VASA Coalition (Voices Against Substance Abuse), 2017 – 2021
- Recovery Oriented Systems of Care – Waco, 2018 – 2021

CERTIFICATIONS

- Collaborative IRB Training Initiative (CITI) Program, 11/2015, 3/2017, 11/2018, 11/2020, 11/2023
- Texas Educator Certificate, Generalist grades 4-8, 2010 - 2016
- Texas Educator Certificate, English Language Arts and Reading grades 8-12, 2004 – 2016
- Texas Educator Certificate, Pedagogy and Professional Responsibilities, 2004 - 2016

OTHER PROFESSIONAL EXPERIENCE

Customer Service Supervisor and Specialist, 2011 – 2015

American Income Life Insurance Company

Patrice Washington

Stephanie Matus

Sarah Mussett

- Managed performance and personnel matters of a 14-member team
- De-escalated and resolved customer issues
- Trained and coached employees in various job functions including: customer service skills, multiple computer systems, efficient production, and time management skills
- Tracked and reported team metrics weekly and monthly
- Worked with others within and outside of the customer service department to reach beneficial resolutions
- Made independent financial decisions and approvals within customer service and company guidelines
- Handled all communication with customers in a professional and personable manner
- Handled confidential and sensitive information within security guidelines

Teacher, 2016 – 2010

English Language Arts, 6th – 8th grades

Brazos Middle School

Waco Independent School District

- Taught 6th grade English/Language Arts and 7th/8th grade Reading
- Increased student scores on required state standardized testing 7-10% (Reading, Texas Assessment of Knowledge and Skills (TAKS))
- Planned, organized, and delivered daily lessons for students of diverse levels of academic achievement
- Verified Texas English Language Proficiency Assessment System (TELPAS)
- Utilized district approved CSCOPE curriculum
- Collaborated successfully with students, other teachers, parents, and administrators
- Efficiently utilized Sheltered Instruction Observation Protocol (SIOP) teaching model
- Sponsor for the Brazos Middle School Step Team

Equine Veterinary Technician (part-time), 2004 - present

Heart of Texas Equine Clinic, R. F. Edwards, DVM, 2004 - 2023

Brazos Valley Equine Hospital – Waco, Amy Jackson, DVM, 2023 – present

- Administer vaccinations
- Collect blood and other specimens for testing
- Conduct diagnostic imaging
- Perform laboratory testing
- Assist veterinarian using proper restraint techniques for treatments and procedures
- Administer and monitor anesthesia
- Apply bandaging using proper techniques
- Prepare animals for surgery or treatment by veterinarian
- Treat hospital cases and document treatments
- Provide instruction and education to owners in proper care of their animals
- Assist owners in trailer-loading and un-loading
- Assist in maintaining proper supply inventories
- Ensure equipment and instruments are cleaned properly
- Handle post-treatment and post-surgery clean-up

VOLUNTEER AND OTHER EXPERIENCE

- Member, Heart of Texas Cowgirls Professional Rodeo Team, 10/2021 - present
- Trail Scout, C-Bar Stables, 4/2001- 2020
- Volunteer, Miracle Match Marathon, Waco, Texas, 1/2017
- Riding Instructor, C-Bar Stables, 1/2002-7/2010
- Counselor, First Baptist Day Camp, 5/2000-8/2002