

# Terry Dopson

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## Administrative Professional in Higher Education

Positive and poised administrative professional in higher education with 3 years of experience in a variety of areas such as admissions, accounting, travel services, and performing arts. Areas of expertise include:

- Written/Verbal Communication
- Public Speaking
- Training Programs
- Website Design
- Event Management
- Recruitment
- Staff Onboarding/Retention
- Team Building and Leadership
- Budget Management

## Professional Experience

**Coordinator, Finance Administration & University Business Travel**  
University of La Verne, La Verne, CA

**July 2017-Present**

Manages office operations for the Office of Financial & Business Services. Manages calendars, budgets, projects, and technology for 14 employees including the Associate Vice President of Finance. Directs the University Business Travel Program which includes creating training programs for travel, resolving disputes and emergencies, and researching statistics and trends to elevate the travel program.

### Key Contributions

- **Coordinated training programs for over 30 departments in one year.** Trainings improved efficiency for Accounts Payable, Risk Management, and Purchasing and Procurement.
- **Redesigned the Office of Financial & Business Services websites** after the University switched to a new web platform. Updated over 30 forms, contracts, and manuals with Microsoft, Word, Excel, PowerPoint, and Adobe.
- **Organized the student employment program for the Finance Department.** This included streamlining the onboarding process, creating the student worker schedule each semester, and training student workers on department operations. Student employees secured attractive internship and job opportunities at companies such as Warner Bros. and Grant Thornton.

### Admission Intern

University of La Verne, La Verne, CA

**July 2015-May 2017**

Served as an assistant to the Director of Transfer Admission. Multitasked in various areas of admissions such as counseling students, presenting information sessions, editing the department website, and training student workers in the areas of campus tours and administrative tasks.

### Key Contributions

- **Coordinated Transfer Student Orientation and Transfer Admit Days where attendance at both events was standing room only.** Recruited a diverse variety of speakers for events, created resource manuals, and increased transfer student retention.
- **Proposed and developed course articulations between the University and local community colleges.** This increased accessibility for local transfer students and boosted recruitment efforts.

## Education

### Bachelor of Arts in Music

University of La Verne, La Verne, California

**2017**

- Summa Cum Laude (3.9 GPA)