

# TERESA RINGO

315 Parkhill St, Huntsville, TX 77340 · 936-662-0211

[teresaringo67@gmail.com](mailto:teresaringo67@gmail.com)

## EXPERIENCE

**09/01/2003 - PRESENT**

**REGISTRAR, SAM HOUSTON STATE UNIVERSITY**

Custodian of student academic records. Responsibilities include day-to-day management and operational direction and decision making for the Office of The Registrar. I work collaboratively with Academic Deans, Department Chairs and other administrators on a daily bases, providing information and data so that administration is able to make informed decisions. I am responsible for the coordination for commencement ceremony set-up, maintaining course inventory in the Banner system, controlling budget and purchasing for the department. Responsible for interviewing and making recommendations to hire all full-time personnel for the department. Directs registration activities, degree certification as well as final decision on degree completion, serve as the NCAA Athletic Certification Officer. Directs the development and implementation of third party software so that we are consistently moving forward and making improvement in current processes. Represents the university at State and National Professional meetings. Serve as Chair of the Academic Calendar Committee and serves on a variety of other official committees as well as working committees.

**07/01/2003 – 08/31/2001**

**INTERIM REGISTRAR, SAM HOUSTON STATE UNIVERSITY**

Custodian of student academic records. Responsibilities include day-to-day management and operational direction and decision making for the Office of The Registrar. I work collaboratively with Academic Deans, Department Chairs and other administrators on a daily bases, providing information and data so that administration is able to make informed decisions. I am responsible for the coordination for commencement ceremony set-up, maintaining course inventory in the Banner system, controlling budget and purchasing for the department. Responsible for interviewing and making recommendations to hire all full-time personnel for the department. Directs registration activities, degree certification as well as final decision on degree completion, serve as the NCAA Athletic Certification Officer. Directs the development and implementation of third party software so that we are consistently moving forward and making improvement in current processes. Represents the university at State and National Professional meetings. Serve as Chair of the Academic Calendar Committee and serves on a variety of other official committees as well as working committees.

**02/01/1999 – 06/30/2003**

**ASSISTANT REGISTRAR, SAM HOUSTON STATE UNIVERSITY**

In this position, I was responsible for all aspects of graduation. This included the initial degree evaluation, the final degree evaluation, processing substitutions waivers to academic degree plans, awarding of degrees, creation of commencement program, seating cards used at commencement, mailing of diplomas. Coordination of commencement staging setup, including; ensuring that the name caller was selected, macebearer selected, ROTC in place, orchestra, sound, and stage set-up. Worked collaboratively with Academic Deans/Associate

Deans/Administrative staff to ensure all potential degree candidate records were reviewed and either cleared for graduation or denied graduation.

**09/01/1997 – 01/31/1999**

**REGISTRAR ASSOCIATE**, SAM HOUSTON STATE UNIVERSITY

I was responsible for the daily maintenance of degree candidate's records as well as ensuring the candidates were meeting degree requirements. Worked closely with administrative staff and degree candidates to make necessary adjustments to degree plans. Served as an assistant to the Assistant Registrar responsible for graduation functions.

**05-16-1996 – 08-31-1997**

**REGISTRAR OFFICE SUPERVISOR**, SAM HOUSTON STATE UNIVERSITY

Served as the office manager overseeing, the transcript and the veterans certification areas of the office

**11/16/1991 – 05/15/1996**

**REGISTRAR ASSISTANT III**, SAM HOUSTON STATE UNIVERSITY

In this position, I was responsible for enrollment verification, degree verifications, registration assistance, including; adding/dropping/resigning students and mailed in and walk up transcript processing

**09/01/1989 – 11/15/1991**

**COMPUTER TERMINAL OPERATOR**, SAM HOUSTON STATE UNIVERSITY

In this position, I worked the front counter area where students would come into the office for registration assistance, adding/dropping/resigning of courses. I entered all transfer work into the system so that it was reflected on the student record.

**06/24/1985 – 08/31/1988**

**STAFF ASSISTANT I**, SAM HOUSTON STATE UNIVERSITY

In this position I was responsible for microfilming student records, once the film returned to me, I would the separate the records and insert them into each student file in the microfiche system. Was responsible for the main phone line, enrollment verification and degree verifications.

## EDUCATION

**MAY 2012**

**MASTER OF ARTS IN HIGHER EDUCATION ADMINISTRATION**, SAM HOUSTON STATE UNIVERSITY

**MAY 1996**

**BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS**, SAM HOUSTON STATE UNIVERSITY

## SKILLS

- Ellucian Banner System
- Microsoft Suite of Software
- Degree Works Software
- Ad Astra Scheduling Software
- Ad Astra Platinum Software
- Banner Student Educational Planner
- Ellucian Workflow
- Banner Document Imaging
- Top 5 StrengthsFinder strengths are:
  - Arranger
  - Relator
  - Harmony
  - Maximizer
  - Adaptability

## ACTIVITIES

Chair of Academic Calendar Committee

Member of University Advising Alliance work group

Member of Course Scheduling Sub-committee

Lead for Banner Student Workgroup

Member of Texas Association of Collegiate Registrar's and Admissions Officers (TACRAO)

Member of Southern Association of Collegiate Registrar's and Admissions Officers (SACRAO)

Member of National Association of Collegiate Registrar's and Admissions Officers (AACRAO)

Served on Session Planning Committees

Newcomers Committees

Hospitality Committees

Graduate and Professional School Committee

Nominations and Election Committee

Member of National Association of Commencement Officers (NACO)

Served on Reimagining the First Year Committee