

Experience

2012 – Present	VP Student Affairs Office, SHSU	Huntsville, TX
Director of Student Affairs Finance & Budget		
<ul style="list-style-type: none">• Analyze/Forecast financial viability of construction projects/bonds• Monitor/Prepare forecast models for fee waiver impact• Consult/Oversee division - staffing, finance & budget• Manage accounting and budgeting control procedures• Plan/prepare budget and closeout• Perform high level administrative assignments• University Bookstore Liaison• Review division contracts/agreements with external vendors• Administrate Student Travel Fund, Campus Life Development Fund, Student Service Fee• Provide professional training for staff and students• Recommend policy revisions & new policies• Facilitate cross divisional cooperation/coordination w/F&O		
2008 – 2012	Office of the President, SHSU	Huntsville, TX
Coordinator, Operations		
<ul style="list-style-type: none">• Complete broad range of projects/assignments as delegated by President and/or Chief of Staff• Research and prepare remarks, speeches, correspondences and presentations• Coordinate activities and itineraries for special University guests• Coordination/scheduling of President's meetings and travel• Recommend administrative policy updates/revisions• Compile TSUS board report documents• Prepare Open Records Report to Office of Attorney General• Handle campus wide inquiries/requests (broad knowledge of University)• Responsible for highly confidential information• Provide basic technology assistance for President's Office• Train/supervise/coordinate student assistants• Budget oversight purchasing/expenses and income, and property inventory• Design/Update President's website, social media• Implement software/databases for greater office efficiency/effectiveness• Promoted		
2006 – 2008	Office of the President, SHSU	Huntsville, TX
Assistant, Operations		
<ul style="list-style-type: none">• Same responsibilities as listed previously with less special assignments from the President• Promoted		
2005 – 2006	Clopton's Construction Company	Huntsville, TX
Office Manager		
<ul style="list-style-type: none">• Implemented new accounting software and filing system• Created annual budget and individual Job Cost Analysis• Handled A/P and A/R• Reviewed contracts for commercial jobs and made recommendations		

Galynn (Lynn) M. Clopton

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936-294-1780 Work or 936-662-8868 Personal

2002 – 2003 Texas Department of Criminal Justice Huntsville, TX

Litigation Liaison and Diversity & Mobility Assistant

- Prepared reports for litigation requests from TX State OGC
- Created legal documents
- Investigated unemployment claims filed against TDCJ
- Represented TDCJ in unemployment hearings
- Produced statistical research material
- Responsible for highly/confidential/classified information

Education

Sam Houston State University Huntsville, TX

- B.B.A. – Accounting and Finance.....December 2007
 - GPA 3.76
 - Magna Cum Laude
 - Beta Gamma Sigma
 - Golden Key International Honor Society
 - Omnicron Delta Epsilon International
 - Economics Honor Society
- MBA, Concentration in Management (GPA 4.0).....December 2011

SACUBO – College Business Manager Institute.....Expected Completion - July 2018

C.P.A. license.....Expected Completion - 2020

Other

Computer/Software Knowledge Microsoft Excel, Works, Word, Office, Outlook, Publisher, PowerPoint, Visio, Access, Adobe Acrobat, Photoshop & InDesign, Contribute, eCollege
Other Programs: Quick books, Paperport, Raiser's Edge, Banner, COGNOS, PeopleAdmin, SyQuest, FAMIS, Concur

Personal Attributes MBTI (ENTJ), versatile, natural learner, analytical, focused, personable, relator, excellent communicator (verbal/written), organized, responsible, achiever

Other Information Financial Officer and Owner of Clopton Brothers Construction, LLC .

Committees Student Service Fee Committee; Campus Life Development Fund Committee; Multiple Executive Administrative Search Committees; Bookstore Committee; Staff Development