

# Galynn (Lynn) M. Clopton

- 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
  - Expected C.P.A. license 2015-2016

- Experience** 2012 – Present VP Student Services Office, SHSU Huntsville, TX
- Director of Student Services Finance & Budget**
- Oversight of division, staffing, finance and budget (\$34 million budget)
  - Manage accounting and budgeting control procedures
  - Planning/preparation of budget and closeout
  - Perform high level administrative assignments
  - University Bookstore Liaison
  - Oversee division contracts/agreements with external vendors
  - Direct the Regents’ Scholars Program and Student Development Travel Fund

- 2008 – 2012 Office of the President, SHSU Huntsville, TX
- Administrative Coordinator, Operations**
- 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

# Galynn (Lynn) M. Clopton

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PO Box 1977 / Huntsville, TX 77342  
936-294-1780 Work or 936-662-8868 Personal

2006 – 2008                      Office of the President, SHSU                      Huntsville, TX  
**Administrative Assistant, Operations**

- Same responsibilities as listed above with less special assignments from the President

2005 – 2006                      Clopton’s Construction Company                      Huntsville, TX  
**Office Manager**

- 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

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

**Computer/  
Software  
Knowledge**      Microsoft Excel, Works, Word, Office, Outlook, Publisher, PowerPoint, Visio,  
Access, Adobe Acrobat, Photoshop & InDesign, Contribute, eCollege  
*Other Programs:* Quick books (limited), Paperport, Raiser’s Edge, and Banner

**Personal  
Attributes**      MBTI (ENTJ), versatile, quick learning curve, analytical, focused, personable,  
excellent verbal and written communication skills, organized

**Other  
Information**      2. Financial Officer and Owner of Clopton Brothers Construction, LLC  
3. Managed multiple college apartment complexes at a very young age which was  
an extremely valuable opportunity and learning experience