

# Scott Franklin Martin

1217 Marina Court, Lewisville, TX 75067  
(214) 460-6844 info@therepe.com  
[www.scottmartindesign.com](http://www.scottmartindesign.com)

## **PROFESSIONAL SUMMARY**

Highly versatile professional with demonstrated effectiveness managing multiple aspects of administration. Proven experience in procedural development and implementation, cost control, and increased office productivity. Ability to prioritize and managing multiple tasks and problem solve. Team player, flexible, and a quick learner with an independent initiative. Excellent organizational, analytical, negotiation, and communication skills.

## **QUALIFICATIONS**

### **ADMINISTRATIVE:**

- Budget development and financial management
- Institutional effectiveness management
- Contract development and negotiations
- Customer relations
- Policy procedure development and management
- Project management
- Staff training & supervision
- Writing ability (proposals, memorandums, newsletters, etc.)

### **OFFICE:**

- Executive support
- Appointment scheduling
- Document creation
- Event coordination
- Filing systems development and management
- Facility and equipment management
- High volume phone calls and e-mails
- Inventory control and vendor relations
- Mail review, response, and distribution
- Meeting coordination and minutes
- Special projects
- Travel arrangements and expense reports

### **COMPUTERS & SOFTWARE:**

- Type 60+ wpm
- G-Media
- Datatel (Colleague)
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Word
- Peachtree
- QuickBooks Pro
- WordPerfect
- Adobe Photoshop
- Windows & Macintosh environments
- Basic networking
- Internet research
- Web site development and administration
- And many others

## **PROFESSIONAL APPOINTMENTS**

### **Texas Woman's University, Denton, Texas (2011-Present)**

#### **Senior Institutional Data Analyst**

- Performs work in the development and production of statistical and analytical reports that support decision making functions and planning
- Performs work in the coordination and implementation of University-adopted Institutional Effectiveness practices
- Interprets data from a variety of sources for presentation to varying audiences.
- Provides technical assistance in the area of educational research, trend analysis, and student enrollment analysis
- Assists in the development and implementation of institutional effectiveness data management tools and applications

- Provides technical assistance to faculty, staff, and administrators in the area of institutional effectiveness
- Maintains archival research information essential for retention, graduation, and trend analysis
- Verifies accuracy and internal consistency of reports including required State and Federal reports
- Completes surveys and reports related to SACS, discipline-specific accreditation, admission, and grant proposals
- Provides administrative support to the Manager

**Texas Woman's University, Denton, Texas (2008 – 2011)**

**Graduate Research Assistant**

- Supported Dr. Jennifer Martin, Senior Vice Provost and Dean of the Graduate School
- Compiled and analyzed data for internal projects
- Completed Institutional Research and national graduate surveys
- Maintained organizational systems
- Planned and coordinated special events
- Represented Graduate School at admission and research events
- Designed promotional materials and assisted with Graduate School website
- Assisted incoming and current graduate students with questions and concerns
- Verified eligibility of graduate teaching assistants
- Developed organizational charts
- Provided first contact phone support
- Reconciled budgets
- Coded and corrected student data in G-media and Datatel/Colleague systems
- Provided support for Graduate Faculty projects
- Collaborated with other academic departments on university wide initiatives
- Benchmarked comparable policy and procedures for university
- Prepared presentational materials for meetings (physical documents and Powerpoints)
- Assisted in Federation system management
- Spearheaded university wide "Global Perspectives Inventory" survey for Dr. Ann Staton, Dean of the College of Arts and Sciences

**UNIVERSITY OF NORTH TEXAS, Denton, TX (2008 – 2010)**

**Adjunct Professor of Dance**

- Teacher of record for dance majors in ballet

**CRYSTAL RAW ALMEIDA, Dallas, TX (2006 – 2007)**

**Personal Assistant**

[www.crystalraemodernart.com](http://www.crystalraemodernart.com) and [www.gaiaflowyoga.com](http://www.gaiaflowyoga.com)

**ENCORE MEDIA GROUP, Seattle, WA (2006)**

**Accounting/Administrative Assistant**

- Responsible for A/R, general & custom invoicing
- Covered for controller during absences
- First client contact for main reception & phones
- Mailroom & Sample Room management
- General administrative duties

**VAULT, Portland, OR (2004 – 2005)**

**Restaurant Manager**

- Developed general management and cost control policies and procedures
- Trained and managed staff
- Kept owner up to date on current restaurant industry trends and requirements
- Responsible for developing award winning specialty menu

**SMASH DESIGN, Seattle, WA (2000 – 2003)**

**Business Finance Manager and Executive Assistant**

- Responsible for creating, implementing and maintaining financial and business protocols
- Managed A/R, A/P, payroll, tax preparation, and budgets
- Developed and managed budget systems to resolve \$300K outstanding company debt

- Contract development, implementation, and management
- Managed physical and virtual filing systems
- General Office Manager and Executive Assistant responsibilities
- Participated in design/development and manufacture/construction of projects
- Maintained computer systems
- Managed residential and commercial spaces

**LAKELAND INVESTMENTS, Seattle, WA (1999 – 2000)**

***Executive Assistant***

- General Executive Assistant responsibilities
- Managed records for 5 manufactured housing communities (400+residents)
- Managed A/P, A/R, payroll, and tax preparation
- Implemented and maintained new resident data system
- Prepared community notices and events
- Procured credit and reference reports on new tenants
- Gathered information and managed projects for owner's personal projects

**THE DANCE COMPLEX (not-for-profit) - Boston, MA (1997 – 1998)**

***Financial Manager***

- Responsible for recording and tracking of financial status
- Assisted in managing space rentals and usage
- Worked with clients on rental payment options
- General space maintenance and repair
- General staff duties

**EDUCATION**

Texas Woman's University, M.F.A. – Dance (2007-2011)

Portland State University, B.S. – Arts & Letters, Dean's List (2003-2005)

Boston Conservatory, Dance, Full Scholarship (1997-1998)

Texas Christian University, Premed / Dance (1993-1996)

University of North Texas / TAMS, Premed, Concurrent high-school enrollment (1992-1993)

References available upon request.