

Clinton F. Backstrom

Summary of Qualifications

- MBA
- Ten years of personnel management, training, and mentoring experience
- Proven success in budget management and cost reduction
- Demonstrated skill in inventory management and shrink reduction
- Experience participating on and leading cross-functional teams
- Internal and external customer relations
- Proficient in full Microsoft suite
- Extensive experience in financial and higher education software including PeopleSoft Financial, Quickbooks, Peachtree, Banner, TouchNet and SAS

Relevant Experience

University of West Georgia

Carrollton, GA

Bursar Representative- Enrollment Services

March 2011-Present

- Lead a staff of 8-10 regular employees
- Resolve student inquiries by helping students and parents understand and complete the enrollment process
- Budget responsibility for ESC, imaging center, and call center; reduced costs without reducing service
- Contribute to Office of Institutional Effectiveness and Assessment via data mining and report processing for veteran metrics; collaborate with ITS on attribute coding and report setup
- Daily collaboration and relationship management with departments campus-wide
- Strengthened cash loss prevention and increased revenue by creating first online marketplace for graduation applications and transcript payments and online integration of replacement diploma process
- Streamlined veteran certification process through automation and improved reporting infrastructure

Accounting Coordinator-Bookstore (casual labor)

May 2010-September 2010

- Directed all A/R and A/P operations while decreasing average time to payment
- Directed and trained all student workers on cash procedures and inventory receipt protocol
- Day-to-day financial operations including preparation, countdown, and operation of registers
- Maximized inventory flow and reduced inventory shrinkage
- Achieved a 15% reduction in inventory loss
- Trained new staff on effective customer relations

West Georgia Tool & Die, Inc.

Whitesburg, GA

Customer Service Manager/ Accounting

August 2007 to May 2010

- Invoicing and payments, bookkeeping, and payroll
- Lead conversion to electronic financial systems; strengthened tracking systems for payables and receivables
- Worked with customers on change notifications
- Managed the production floor; also served as backup manager for office staff

CVS Pharmacy

Carrollton, GA

Shift Supervisor

January 2004 to August 2007

- Managed 9-12 daily employees

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- Responsible for all store operations during evening shift
- Reconciled teller draws and prepared daily deposit.
- Prepared work schedules for all employees and processed payroll weekly
- Responsible for inventory orders; maximized product count and increased accuracy by 8% resulting in inventory shrinkage of less than 3%

Education

University of West Georgia

Master of Business Administration

Bachelor of Business Administration, Accounting

Carrollton, GA

December, 2013

May 2009

- Richards College of Business and Accounting Program are accredited by AACSB International

Committees & Awards

Eagle Scout Award Recipient

Ted & Maryon Hirsch Scholarship

UWG Staff Council-Public Relations Committee

Young Alumni Council- Vice President

A-Day Fundraising Captain

Charles Cox Memorial Scholarship

Kiwanis International Member