

CLANCY TERRY

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EXPERIENCE

Editor	<u>CTT CNSLTNG LLC</u> : Startup Side Project	<i>September 2012 – Present</i>
	<u>Corpedia, An NYSE Euronext Company</u> : "Writer/Editor" (Legal Editor)	<i>July 2011 – November 2012</i>
Admin	<u>Scottsdale Community College</u> : Dance Program Assistant	<i>October 2010 – June 2011</i>
Service Industry	<u>Red Devil Italian Restaurant</u> : Server	<i>April 2009 – October 2010</i>
	<u>Moxie Girl, LLC</u> : Personal Assistant	<i>November 2008 – May 2009</i>
	<u>Anderson/Lyke, LLC</u> : Cocktail Server	<i>March 2008 – October 2008</i>
Construction Accounting	<u>Pro-Crete, LLC</u>	
	Assistant Controller	<i>February 2007 – March 2008</i>
	Perform all accounting, insurance, HR, payroll, and office management functions, supporting controller. Interview, hire, and train receptionist.	
Financial Industry	Accounting Assistant	<i>October 2006 – February 2007</i>
	<u>Bank of America</u>	
	Phoenix Mortgage Fulfillment: <u>First Mortgage Processor</u>	<i>April 2006 – August 2006</i>
	Phoenix Mortgage Fulfillment: <u>Workflow Coordinator</u>	<i>June 2005 – April 2006</i>
	Manage Buyer Ready team-level workload and design/implement reporting tools in Excel in this entry-level management position.	
	Phoenix Mortgage Fulfillment: <u>Support Associate</u>	<i>February 2005 – June 2005</i>
Office Management	Provide specialized mortgage clerical support to the Buyer Ready Team and its customers.	
	Baseline and McClintock Branch: <u>Teller and Senior Teller</u>	<i>August 2003 – February 2005</i>
	Mountainside Martial Arts Center	<i>August 1999 – May 2003</i>
EDUCATION	Scottsdale Community College, AAFA & AAS Dance Fine Arts and Dance Technology Degrees	<i>2008 – 2011</i>
	Arizona State University, Bachelor of Arts Women and Gender Studies; Spanish minor	<i>2002 – 2006</i>