# Theresa (“Teri”) Richardson

**1206 Hartford Turnpike**

**Vernon, CT 06066**

**860-871-4996 (home)**

**860-716-8311 (cell)**

**richardsotheresa@sbcglobal.net**

**EDUCATION**

2007-2009 Eastern Connecticut State University, A.S., Business

1967-1968 Xavier University, New Orleans, LA, Attended

1963-1967 Northwest Catholic High School, West Hartford, CT, Diploma

1954-1963 St. Patrick-St. Anthony School, Hartford, CT, Diploma

**LICENSES:**

2004-2008 MortgageLoan Originator – CT Reg. # 45365 (did not renew license)

**SERVICE ACTIVITIES**

## **Windham Area No Freeze Project (9/2007-6/2010)**

Board Member

## **E.C.S.U. Mentor (1999-Present)**

The Mentoring Program (incoming freshmen)

***E.C.S.U. Bone Marrow Drive (1999-Present)***

Campus Coordinator

***E.C.S.U. STEP/CAP Program (2002 & 2003)***

Volunteered to assist, participate and give input in the process of interviewing and selecting high school seniors from an educationally and/or economically disadvantaged background in order to afford them a chance to further pursue their educational goals.

### **The Nubian Society E.C.S.U. (2001-2003)**

Staff Advisor to an on-campus student minority organization

***New England Marrow Donor Program – Farmington, CT***

Volunteer (1999-2007) – E.C.S.U. campus coordinator of yearly bone marrow drive; coordinated bone marrow drives throughout the year with Community organizations, (i.e., NAACP Chapters, schools, churches, hospitals, community health organizations, and businesses); trained by the American Red Cross to assist with screening and obtaining blood sample from potential donors.

**PROFESSIONAL DEVELOPMENT**

***Department of Administrative Services/Community Technical College System***

Spanish For Office Professionals (I & II, Spring 1995 & Fall 1995) – Certificate of Completion (1.2CEUs)

Taking Minutes – Workshop (3/14/01) – Certificate of Completion 0.6CEUs

Stress Can Motivate – Workshop (4/16/01) Certificate of Completion 0.6CEUs

Publisher 2000 – Workshop (4/19/05) Certificate of Completion 0.6CEUs

Mind, Body & Spirit – Workshop (06/05) Certificate of Completion 0.6CEUs

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***Global Majority Retreat (April 2002 & May 2006)***

Attended conference designed to provide African-Americans and Hispanic/Latinos, who work in the academic community; provided an opportunity to meet, network and collaborate on issues that affect people of color in all aspects of Higher Education.

**EMPLOYMENT HISTORY**

09/04-09/08: Liberty Funding Services, Cedar Knolls, NJ ( Out of Business)

**Loan Officer/Originator:** Specialized in home mortgage loans; helped clients

apply for loans; analyzed and verified loan applications to determine the

client’s creditworthiness and submitted electronically to Liberty for final

approval; notified client of loan status.

11/03-Present H&R Block, Inc., Putnam Plaza, Glastonbury, CT (860) 568-4137

**Tax Specialist III:** Prepares tax returns for individuals during tax season.

General duties include maintaining own client database; attend & complete

ongoing professional development courses to maintain certification in

compliance with IRS federal regulations.

8/98-7/1/2011 Eastern Connecticut State University, Willimantic, CT (860) 465-4540

**(Retired) Secretary 2:**  Secretary to Chair of the Department of Psychology;

(also provides secretarial support to 12 full- & part-time teaching professors)

manages & maintains the Department office (including handling of confidential

information regarding students in the program as well as teaching faculty); handles telephone inquiries regarding Psychology Program; orders all supplies (i.e. books, general office supplies, equipment, etc.); coordinates faculty searches for department openings; coordinates monthly Psychology Committee meetings; serves as Secretary of this committee (first time that a non-faculty person served in this capacity); supervises, coordinates work hours and duties of 3 student workers.

3/97-8/98 The University of Connecticut Foundation, Storrs, CT

**Secretary to the Director of Major Gifts** including work for the Associate

Director and two (2) Assistant Directors of Major Gifts

Compiled, organized and typed memoranda, letters, lists and reports; compiled

and assembled background materials for staff interviews with prospective donors, arranging meetings, solicitations and stewardship activities; arranged logistics of events involving professional staff and faculty, prospective and past donors, volunteers and others; directed incoming phone, fax and electronic messages and inquiries to the proper person of the Foundation; made travel arrangements, prepared and filed visit reports, expense reimbursement forms, etc.; reviewed campus publications and other media publications (i.e., newspapers, magazines)to excerpt and copy articles helpful for prospect cultivation; compiled and organized statistics of prospect activity, gift occasional evening/weekend events supportive of Major Gifts activities; other tasks as assigned.

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7/96-2/97 Eastern Connecticut State University, Willimantic, CT

**Secretary 2:** Secretary to Assoc. Vice President, Office of Academic Affairs

Composed, typed, proofread, edited and/or formatted reports, correspondence;

organized and maintained confidential files; researched & assembled information for the purpose of preparing statistical/narrative reports; researched/forwarded

inquiries/complaints to appropriate individuals or departments; screened all

communications to determine action required; coordinated meetings - arranged for space, materials, equipment, parking/travel, refreshments, etc.; maintained

personal calendar; requisitioned office supplies and equipment from outside

vendors; followed through to ensure availability of funds, materials, and delivery date(s).

12/94-2/96 State of Connecticut, Dept. of Public Health, Hartford, CT

**Secretary 1:** Secretary to Chief, Health Care/Social Service

Section; maintained personal calendar; coordinated meetings; requisitioned office supplies/equipment for Section; composed, typed statistical reports and correspondence; maintained attendance/payroll records; performed troubleshooting and acted on supervisor's behalf within scope of authority;

coordinated Unit newsletter, developed and coordinated resource center for Unit materials; provided secretarial support to other members of the Unit, as necessary.

3/94-12/94 Bob's Discount Furniture, Manchester, CT

**Administrative Secretary:** Data Processing Dept.

Maintained personnel records, attendance records, processed weekly payroll; coordinated and provided employee computer training; provided secretarial support as needed.

1/90-12/92 Kaiser-Permanente, Farmington, CT

**Secretary:** After Hours Advice Department

Recorded, reviewed and processed telephone calls from physicians and hospitals

regarding members requiring medical advice/attention; maintained/updated physician on-call lists; provided secretarial support as required in other areas.

4/88-2/90 Connecticut Bank & Trust/BNE, Hartford, CT

**Administrative Assistant:** Government Banking Department

Duties included accounts payable; corporate travel and/or entertainment arrangements; authorizations of wire transfers for municipal/state accounts; authorizations of check cashing of funds drawn on municipal/state accounts (payroll); provided secretarial support as needed.

9/85-3/88 Hartford Orthopaedic & Hand Surgeons, Hartford, CT

**Medical Secretary, Supervisor:** Medical transcription of hospital, surgical and routine visits; maintenance of patient files; assisted physicians as needed with patient care.

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1/80-12/85 Consulting Ophthalmologists, P.C., Hartford, CT

**Medical Secretary, Supervisor:** Handled work flow of all medical transcription;

maintained/updated patient file/charts; assisted physicians as necessary with patient care.

12/69-12/79 U.S. Government positions as follows:

12/69-10/70 Postal Service, Mail Clerk

10/70-4/76 H.U.D., Wage Requirements Clerk

5/76-12/79 V.A., Hearing Secretary

**SKILLS**

Typing: 75-80 wpm

Computer: Windows 95 & Windows 98; Microsoft Office 2000

Machine Transcription: Medical & Legal Terminology

**REFERENCES**

Furnished upon request.