

Dorothy Terrill

Full Name	Dorothy Terrill
Address	305 Crest Ln Noble, OK 73068
Phone	1 (405) 426-5423
Email	terrilldot@gmail.com

Administrative Assistant/Bursar

Location	Mid-America Technology Center
Category	Support Staff
Position Type	Full Time
Remote/Hybrid	Not Available
Pay Type	
School Year	


Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. All items marked with a red label are required and must be completed to submit your application.

Mid-America Technology Center considers all applicants for employment without regard to race, color, religion, gender, national origin, age or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to, admissions, employment, financial aid, and educational services. In addition, Mid-America Technology Center complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Mid-America Technology Center also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Mike Eubank is the coordinator of the Mid-America Technology Center's effort to assure nondiscrimination.

Resume

Share Your Resume

 Terrill, Dot - Resume.pdf

Contact Information

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Name	Dorothy Terrill
Phone	1 (405) 426-5423
Address	305 Crest Ln Noble OK 73068

MATC Questions

Are you over the age of 18?

Yes

Date you can begin to work

Jul 2, 2026

Salary desired

55,000

Are you willing to work overtime?

Yes

Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation?

Yes

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

All Employers

Current employer only

Have you ever been employed by Mid-America?

No

State the name(s) of any relative(s) at MATC employ and your relationship to them.

N/A

Have you ever been convicted of a crime?

No

If yes to have you ever been convicted of a crime?

N/A

Have you ever served in the U.S. Armed Forces?

No

If yes to have you ever served in the U.S. Armed Forces?

N/A

Education

Education

Mid America Vo Technology

Degree	Business & Computer Technology	Graduate?	Yes
Dates	Jan 1, 1997 - Jan 1, 1998		
GPA			

Wayne High School

Degree	General Diploma	Graduate?	Yes
Dates	Aug 9, 1989 - May 16, 1993		
GPA			

Prior Work History

Employment History

Administrative Assistant, Treasurer, Minutes Clerk

Employer	Noble Public Schools
Dates	Jul 1, 2018 - CURRENT
Location	Noble OK, 73068
Salary	
Reason For Leaving	Seeking professional growth & new opportunities
Supervisor Name	Frank Solomon
Supervisor Phone	4052908374
Supervisor Email	fsolomon@nobleps.com
Can Contact?	Yes

District Registrar

Employer	Noble Public Schools
Dates	Jan 1, 2015 - Jun 30, 2018
Location	Noble OK, 73068
Salary	cannot remember
Reason For Leaving	Offered Treasurer, Admin Assist, Minutes Clerk position
Supervisor Name	fsolomon@nobleps.com
Supervisor Phone	4052908374
Supervisor Email	fsolomon@nobleps.com
Can Contact?	No

References

References

Regina Oliphant

Relationship	friend
Time Known	30+ years
Email	reginaoliphant@gmail.com
Phone	(405) 517-5696

Additional Applicant Information

Memberships, awards, and additional training.

Accounts Receivable Clerk cert from MATC - '98 & years of experience

Skills, licenses, and/or trade/professional certifications.

Additional information about yourself that you believe would be helpful in appraising your qualifications for the position for which you are applying:

I have strong organizational and multitasking skills and am known for professionalism, confidentiality, and attention to detail. I am dependable and efficient, quick to learn, and experienced. I'm dedicated to success and progress. Finally, I'm always willing to learn new things!

Digital Signature

Digital Signature

Dorothy M. Terrill

Electronically signed by Dorothy M. Terrill at 06/05/2026 5:53 pm

Dorothy (Dot) Terrill

305 Crest Ln, Noble, OK 73068 | 405.426.5423 | terrilldot@gmail.com

Professional Summary

Experienced administrative professional with strong organizational and customer service skills.

Experience

Noble Public Schools – Administrative Assistant, Treasurer, Minutes Clerk 2018 - present

- High-level administrative support to all business office staff, manage calendars
- Coordinate school board meetings, agenda preparation, meeting logistics
- Accounts receivable for all governmental and activity funds
- Implement and oversee accounting software programs
- Audit preparation
- Prepare, review, and maintain confidential correspondence and district policies
- Update website for sites and district

Noble Public Schools – District Registrar 2015 - 2018

- Processed student enrollments, withdrawals, and transfers within student information system
- Streamlined data entry, supported daily operations of the district
- Parent/Student liaison to the district
- Coordinated reporting/audit requirements, compliance with district, state, and federal guidelines

Education

Mid-America Vo-Tech 1997-1998

Business & Computer Technology

- PBL President, 1997-98
- Honor Roll

Wayne High School 1989-1993

General Diploma

Skills & abilities

- Financial Recordkeeping, Reconciliation, Data Entry & Accuracy
- Microsoft Office Suite, Google Workspace
- Communication, Customer Service
- Leadership, Problem Solving, Records Management, Event Scheduling