

Gwyneth Terry

Greenville, SC

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EDUCATION

Clemson University, Clemson, SC

B.A., International Business and Spanish GPA: 3.48

SKILLS

- **Event Planning:** Experienced in coordinating events, hosting webinars, and acting as a moderator for events.
- **Data Analysis:** Proficient in Excel, Salesforce, and data visualization for reporting trends and performance metrics.
- **Project Management:** Experience in coordinating logistics, streamlining workflows, and implementing cost-saving measures.
- **Software Experience:** ERP systems like SAP, Oracle, Salesforce, Groove, and MS Office Suite (Excel, PowerPoint, Word).
- **Bilingual Communication:** Fluent in Spanish and English, with professional experience in translations, international collaborations, and cross-cultural marketing.
- **Award Recognition:** Winner of the Best Presentation for Salesforce Otis Pitch; ADP Q2 Members Only Incentive recipient for exceeding sales goals.

EXPERIENCE

ADP, Greenville, SC

July 2024 - Present

CPA Centric, Bilingual District Manager

- Analyzed payroll processes to identify inefficiencies, streamlining operations and improving accuracy for small business clients.
- Consulted with cross-functional teams to implement technology-driven HR and payroll solutions, improving client and partner retention by 57% year over year.
- Leveraged Salesforce for real-time tracking and data analysis to guide decision-making and identify opportunities for operational cost reductions.

The Institute for Study Abroad, Non-Profit, Remote

Sept 2023 - May 2024

Custom and Collaborative Programs Intern

- Created Salesforce reports to track program logistics and inventory data, for timely resource allocation.
- Analyzed cost and procurement data to improve budget efficiency for university partnerships.
- Collaborated with cross-functional teams to enhance program delivery while reducing logistical challenges.

EBL Books, Seville, Spain

Jan 2023 - May 2023

Product/Service Marketing Intern and Translator

- Social media marketing and engagement with customers through multiple platforms.
- Promoted hybrid publishing services in North American and European Markets.
- Managed SEO for authors seeking online presence and visibility on multiple fronts.
- Edited, copied, and translated literature for quality assurance and preparation for final publication.
- Designed Canva posters to promote social media engagement and events.

Rails 133, Central, SC

April 2022 - August 2023

Waitress

- Delivered exceptional service to 100+ customers daily, focusing on efficiency in a fast-paced environment.
- Supported inventory management and stock replenishment to maintain seamless operations.

DW Daniel High School, Central, SC

July 2020 - Aug 2022

Color Guard Instructor

- Instructed a competitive color guard group with ages ranging from 12-17.
- Facilitated group bonding and collaboration activities.
- Taught leadership qualities and expectations to designated captains in the program.
- Collaborated with other coaches and directors to strategize how to best lead the band of 80+ students.