

JOHN JONES

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RESEARCH | CONTRACT MANAGEMENT | ACCOUNTING

CLIENT SERVICES | OFFICE ADMINISTRATION

SUMMARY

Accomplished, driven, and educated professional with extensive administrative and management experience, seeking a part-time position to maximize research, administration, and/or management skills. Highly organized and effectively manage critical projects while delivering the highest quality possible. Experience in both non-profit and for-profit environments.

Proficient in software programs including: MAS 90, Solomon, DacEasy, QuickBooks Pro, Peachtree, Great Plains, and MYOB.

EMPLOYMENT HISTORY

JUNIOR MORTGAGE BANKER AND BROKER; ASSISTANT

INTEGRATED MORTGAGE CORPORATION, SAN FRANCISCO, CA (2006 – 2007)

Provided support and loan processing assistance while learning the business of home financing in San Francisco.

CONSULTANT: ACCOUNTING, FINANCIAL MANAGEMENT & GOVERNMENT CONTRACTS

SAN FRANCISCO AND OAKLAND, CA (2002 – 2006)

Provided needs analysis and support to nonprofit and for-profit organizations.

RESPONSIBILITIES:

- Managed both for-profit accounting and nonprofit fund accounting.
- Implemented infrastructure redesign integrating accounting, programmatic and data reporting systems.
- Installed and utilized new accounting software.

INTERIM CO-EXECUTIVE DIRECTOR

STOP AIDS PROJECT, SAN FRANCISCO, CA (2002)

Reported to the Board of Directors. Achievements include: coordinated agency move and met infrastructure needs with limited funds; implemented successful training program for program and administrative staff.

RESPONSIBILITIES:

- Managed competitive renewal process of all City contracts representing more than 50% of the organization's funding.
- Funding: strategizing, budgeting, editing and co-writing all submissions.
- Appeared before the Health Commission of the San Francisco Board of Supervisors.
- Managed legal issues with Board of Directors and Attorneys.

DIRECTOR OF FINANCE AND ADMINISTRATION & CHIEF CONTRACTS OFFICER (1999 – 2002)

STOP AIDS PROJECT, SAN FRANCISCO, CA

Achievements: Paid balance on all debts, loans; instituted and grew financial reserve; began investment activities. Integrated accounting, financial and programmatic reporting and data collection systems. Discovered \$50,000 in undetected reimbursable expenses, and a \$100,000 federal contract that had not been utilized or identified to staff. Managed, edited, co-wrote, and submitted winning proposal to the Center for Disease Control and Prevention: funding awarded totaled \$2 million. During my tenure, budget grew from \$1.1 million to \$2.1 million.

RESPONSIBILITIES:

- Trained program staff on managing departmental budgets and board on interpreting financial statements.
- Signature authority and lead submitter for (direct) federal funded contracts.
- Managed financial and programmatic compliance on government contracts.
- Identified and researched government funding opportunities.

DIRECTOR OF FINANCE AND ADMINISTRATION

PLANETOUT, INCORPORATED, SAN FRANCISCO, CA (1996 – 1999)

First hire, reported to the Chief Executive Officer. Achievements include: Personally negotiated funding terms with America Online after the resignation of the CEO; drove successful company downsizing and significantly decreased staff salaries with increase stock option offset; coordinated the company's first audit covering two years, completed budget.

RESPONSIBILITIES:

- Managed Financial and Administrative Departments.
- Managed staff incentive and stock option program.
- Negotiated and managed contracts with key clients: America Online, Microsoft.

EDUCATION

POST BA STUDIES

(2009 – 2010)

Post-BA Certificate Program in Statistics, California State University East Bay (2010)

CERTIFICATE, FORENSIC IDENTIFICATION

(2009)

CITY COLLEGE OF SAN FRANCISCO, final cumulative GPA: 4.0.

B.A., SOCIOLOGY WITH A MINOR IN WOMEN'S STUDIES

(1992)

GEORGE WASHINGTON UNIVERSITY, CUM LAUDE

PROFESSIONAL EDUCATION AND LICENSES

CERTIFICATE OF COMPLETION, FEDERAL GRANTS &

COOPERATIVE AGREEMENTS MANAGEMENT

(1999)

MANAGEMENT CONCEPTS IN PARTNERSHIP W/

THE OFFICE OF MANAGEMENT AND BUDGET, USA

Training focused on identifying, applying and managing direct (and indirect) federal contracts.

– REFERENCES AVAILABLE UPON REQUEST –