

BRIAN P. JONES

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Nyack, NY 10960

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EDUCATION

Nyack College, Nyack, NY
Bachelor of Science
Major: Business Administration
Expected Date of Graduation, May 2012

INTERNSHIP EXPERIENCE

Graystone Financial Services, Inc. Dearborn, MI Summer 2010
Accounting Intern

- Full time summer position with a financial and accounting services firm. Worked in cooperation with professional staff to prepare journal entries, maintain general ledgers, reconcile bank statements and prepare financial reports for clients in the transportation, telecommunications and hospitality industries.

WORK EXPERIENCE

TCI TECH SOLUTIONS Nanuet, NY 09/2010 - present
Bookkeeping Assistant

- Assist the CFO with designing and automating the company's accounting, financial reporting, cash management, banking and leasing systems.
- Instrumental in creating accounting systems and procedures to support the company's accelerated growth and nationwide expansion.
- Coordinate software upgrades and enhancements with internal IS staff.

YMCA Nyack, NY 6/2009 – 5/2010
Childcare Coordinator

- Supported the childcare function for families in need of daycare assistance.
- Identified caretakers and matched them with families.
- Successfully coordinated over 75 placements for the summer program.

Nyack College Christie Residence Hall Nyack, NY 9/2008 - 5/2009
Residence Hall Advisor

- Guided new residents on rules and procedures and responded to questions.
- Became a mediator and helped resolve grievances and responded to complaints.

VOLUNTEER EXPERIENCE & ACTIVITIES

- Nyack College Basketball Team Captain, 2010-present
- Volunteer coach for one-week summer basketball camp for children, grades 3-8, 2008-present
- Nyack College Student Government Association Treasurer, 2009-2010

RELEVANT COURSEWORK

Business Ethics
Accounting with Computers
Global Business

Business Communications
Principles of Finance
Business Policy and Strategic Management

SKILLS

Microsoft Word, Excel, Power Point and Publisher
Proficient in Spanish