RESOLUTION

concerning

ASSISTANT FOR AUDIT & FISCAL AFFAIRS

June 17, 1988

WHEREAS, An affirmative action search has been completed to fill the position entitled, Assistant for Audit & Fiscal Affairs in the Connecticut State University Executive Office, and

WHEREAS, The Committee making the search has recommended the appointment of James E. Blake, and

WHEREAS, The President of the Connecticut State University concurs in the recommendation of the Committee, therefore, be it

RESOLVED, That, effective June 17, 1988, James E. Blake be and hereby is appointed Assistant for Audit & Fiscal Affairs in the Connecticut State University Executive Office at an annual salary of $38,000, and be it

RESOLVED, That during his course of service as Assistant for Audit & Fiscal Affairs he shall be entitled to all benefits as enumerated in the Board's "Personnel Policies for Management Personnel and Confidential Professional Personnel."

A Certified True Copy:

[Signature]

President
OBJECTIVE: Desire a financial management position in Public Administration.

EDUCATION:

UNIVERSITY OF CONNECTICUT, STORRS, CONNECTICUT
Candidate for Master's Degree in Public Administration and Financial Management.
Principle courses include Applications in Financial Management, Public Budgeting, Business Law, Statistics for the Public Administrator and Computer Application in Public Administration.
Currently enrolled in 48 credit program with 15 credits completed and a 3.5 GPA.

EASTERN CONNECTICUT STATE UNIVERSITY
WILLIMANTIC, CONNECTICUT
B.S. in Business Administration, May 1985
Major: Accounting Minor: Finance GPA: 3.4
Principle courses included Advanced Accounting, Contemporary Accounting, Taxes, Auditing, Cost Accounting, Introduction to Computers.
Received an Honors Certificate from Business Department for GPA of 3.7 in Business Courses.

MANCHESTER COMMUNITY COLLEGE, MANCHESTER, CONNECTICUT

EMPLOYMENT:

1985 - present
State Auditor
Auditors of Public Accounts
State of Connecticut, Hartford, Connecticut
Assist in performing audits of the financial records and accounts of state agencies.
Supervise segments of audits, consult with agency representatives on questions arising during audit examination.
Plan and organize the auditing procedures to be applied in audit examinations.
Prepare reports and financial statements.

1974 - 83
Owner/Manager
County Barn Antiques, Lebanon, Connecticut
Began a furniture refinishing, restoration and antiques business.
Purchased an old barn, antiques inventory, initiated advertising, sought out clientele, handled all customer relations as well as all financial aspects including bookkeeping, quarterly reports and taxes.
After initiating business as an antiques dealer, shifted emphasis of business into furniture refinishing and restoration and acted as buyer for select clients.
EMPLOYMENT:

1972 - 74
Accounting Clerk
Allied Building Systems, Manchester, Connecticut

Employed by maker of pre-cast concrete building materials as inventory and accounting clerk with responsibilities for keeping track of ordered raw materials, scheduling production and shipping of finished products, as well as payroll and time cards. Company was liquidated and made decision to start own business.

1969
Extract Order Clerk
Canada Dry Corporation, Accounting Department
Greenwich, Connecticut

Assigned to work on payroll, general journal and ledger and cost accounting. Worked closely with production, being responsible for inventory and the shipping of extracts around the world.

MILITARY SERVICE:

U.S. Army, SP4, 8th Infantry Division, Germany

Received training at Fort Benjamin Harrison, Finance Center, Indianapolis, Indiana, serving as Pay Clerk.

MEMBERSHIPS and ACTIVITIES:

Member of Board of Directors and Soccer Coach for Lebanon Soccer Club
St. Jude's Bikathon, Chairman
St. Francis of Assisi, Lebanon, Connecticut, Volunteer Member, Willimantic Athletic Club
Member, American Society for Public Administration.