

**Email Address** jamesjr@jecjef.net

**Mailing Address** PO Box 3126 WDC 20010

**Phone Number** (202) 739-1962

September 23, 2017

Human Resources Representative,

My name is James Edward Curtis, Jr. I am interested in academic, administration and/or executive employment. I have the ability to perform the duties of the job and experience sufficient for maximum consideration: I successfully completed the oral and written exams for PhD candidacy, and for PhD job consideration. I earned a Master's degree and two Bachelor's degrees. I also have experience in academic research, accounting and administration, business development, information technology management, outreach and project supervision, and university instruction. The following includes the i. 2017 objective, ii. abilities and talents, iii. compensation package request, and iv. contact information of James Edward Curtis, Jr.

I. The **2017 objective of James Edward Curtis, Jr.** is to fulfill an employment opportunity, combining strengths in academic research, accounting and administration, business development, outreach and available in the USA, with a compensation package, tenure, and title, commensurate with the abilities, accomplishments, community involvement, education, and employment of James Edward Curtis Jr, and commensurate with the cost of living.

II. The **abilities and talents of James Edward Curtis, Jr.** include, but are not limited to

**1 - 16 years of academic research (1996-2006, 2010-2013, 2017)** in 21 academic disciplines, over 40 top ten ePublishing acknowledgements, PhD student counseling experience, state and federal government research grants, and several undergraduate research assistants,

**2 - 8 years of accounting and administration (2006-2010, 2011-2013),**

**3 - 16 years of business development (1994, 2002-2007, 2009, 2010-2017),**

**4 - 26 years of information technology management (1992-2017),**

**5 - 21 years of outreach and project supervision (1993-2000, 2005-2009, 2010-2017), and**

**6 - 14 years of university instruction and university instruction materials (1998-2002, 2009, 2010-2017).**

*The academic research skills of James Edward Curtis, Jr.* include: analyzing social science and economics research data; collecting statistical datasets; creating and interpreting tables, diagrams and charts; maintaining the integrity of datasets; writing policy, procedures and methods manuals; reviewing, developing, and explaining complex, mathematical information; forecasting and predicting economic phenomena based on datasets; learning and commentating on trends; organizing and presenting technical analyses; analyzing economic theory, econometrics, and statistical models; reviewing and analyzing large survey datasets; reviewing and analyzing individual, group and time series data; analyzing datasets using modern software packages; instructing students at academic college at the undergraduate and pre-graduate level; managing research grant resources; making presentations on scholarly/technical research.

*The accounting and administration skills of James Edward Curtis, Jr.* include: office automation; supervision (reporting, planning, interviewing, hiring, and managing assistants and interns); processing accounts payable invoices; creating and updating accounts payable forms and instructions manuals; reviewing and processing travel expense reports; learning and operating bookkeeping and accounting software; accounts receivable; credit and cash management (including bank deposits); financial analysis and reconciliation; financial reporting; mail processing; maintaining company contracts; office skills (typing, word processing, operating adding machines, documents management, bookkeeping, data entry, and office software, such as spreadsheets, email, calendar, contacts, and publishing software); operating multifunctional equipment for paper (printing, faxing, and duplicating), and employing Windows and Macintosh software platforms for computing purposes.

41 *The business development skills of James Edward Curtis, Jr.* include: sales (cash management, fundraising, internet and interpersonal marketing);  
42 designing a business logo, slogan, and critical functions; compiling and distributing a strategic plan for potential donor review; composing internet  
43 sites for client and donor relations; ordering and completing critical governmental documents for business formation; communicating the business  
44 model & potentially integrating business ideas with existing organizations; developing funding strategies and communication devices; and  
45 managing business accounts.

46 *The information technology management skills of James Edward Curtis, Jr.* include 12 years of accounting software (2006–2009, 2010–  
47 2017 Microsoft Excel, QuickBooks), 26 years of computing multifunction hardware on ACER, Canon, Compaq, Dell, Gateway, HP, IBM,  
48 Macintosh, Sun, and Wang, (1992–2017); 19 years of computing software with Corel, Lotus, Microsoft Office, Microsoft Works, WordPerfect  
49 (1992–2017); and 19 years of data programming (1997–2002, 2005–2009, 2010–2017 including E-views, Gauss, Heart,  
50 Microsoft Excel, SAS, SPSS, STATA); 26 years of email-communication and internet search programs, including FTP, jZip , LexisNexis,  
51 Microsoft Explorer, Microsoft Outlook , and Netscape (1992–2017), 17 years of internet design software (2001–2017, including  
52 1and1.com, WebMail; Church Web Works; Microsoft Movie Maker, Microsoft Office Live; and Yahoo! Geocities, Yahoo! Video software).

53 *The outreach and project supervision skills of James Edward Curtis, Jr.* include: navigating the public finance system; social work/case  
54 management (including caring for the disenfranchised through feeding, counseling and referrals, instructing/leading discussions in  
55 inspirational/ministry topics, and developing plans for programs/projects), directing and coordinating community health programs, pre-college  
56 programs, and outdoor fairs, resident management, transportation (driving and moving equipment), building services and building supervision  
57 (including roofing, lock and key management, machinery services—repairing small electronics, and assembling furniture/electronics), volunteer  
58 office and residential cleaning, organizing community social functions, and volunteer food services (including volunteer food preparation, food  
59 service, and operating food service equipment).

60 *The university instruction materials/skills of James Edward Curtis, Jr.* include authorship of working papers  
61 *Economics A Student Textbook and University Instructor Manual* (JECJEF); instruction of Applied Statistics/Intermediate Microeconomics  
62 (Ohio Wesleyan University); Intermediate Microeconomics and Principles of Microeconomics (Ohio State University);  
63 Pre-MBA Foundations in Economics (Executive Education Programs, Fisher School of Business, Ohio State University); and  
64 Teaching Assistant of Advanced Econometrics and Fundamentals of Econometrics (University of Colorado at Denver); and  
65 Money and Banking and Principles of Macroeconomics (Ohio State University);

66 **III. Compensation Package Request** As a possible employee, I am seeking:

- 67 1- full-time employment status, with flexible work hours;
- 68 2- starting annual salary of \$100,000.00, paid in two-week intervals, with annual cost of living increases and bonuses;
- 69 3- full benefits, including paid vacation, paid personal leave, health and liability insurance, compensated short-term/long-term leave,  
70 a generous early retirement benefits program, and assistance with financial transitioning;
- 71 4- individualized personal office space and storage space, personal computing equipment, personal office furniture,  
72 personal telephone equipment, personal email and postal delivery accounts, and a personal spending account;
- 73 5- personal housing assistance, personal transportation assistance, and a personal clothing allowance;
- 74 6- a courteous, safe and maintained work environment, with swift communication, quality information and acknowledgement of and  
75 compensation for constructive input regarding the direction of the organization; and
- 76 7- full rights to maximum benefits from intellectual property and intellectual production, and full rights and flexibility to pursue private objectives,  
77 including self-employment, while simultaneously working for the organization.

78 **IV. Contact Information** To arrange an interview, call James Curtis Jr at (202) 739-1962, email jamesjr@jecjef.net, or  
79 write James Curtis Jr, PO Box 3126 WDC 20010, Thank you for your time, efforts and consideration. I look forward to hearing from you.

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Sincerely,

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*James Edward Curtis Jr*