

# FINANCIAL CONSULTING

- OPERATIONS MANAGEMENT
- BOOKKEEPING
- FINANCIAL ANALYSIS
- ECONOMIC RESEARCH
- BUSINESS DEVELOPMENT
- ADVANCED INSTRUCTION

THE JAMES EDWARD CURTIS JR EDUCATION FOUNDATION  
JECJEF.NET



Services include Evangelism, Outreach, Education, Research

*Dynamic & Divine Education & Service of the Generations*

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THE JAMES EDWARD CURTIS JR  
EDUCATION FOUNDATION  
MANAGEMENT SERVICES

COMMUNITY INITIATIVES

ADVANCED INSTRUCTION

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OPERATIONS MANAGEMENT  
BOOKKEEPING  
FINANCIAL ANALYSIS  
ECONOMIC RESEARCH  
BUSINESS DEVELOPMENT  
ADVANCED INSTRUCTION

**Finance and administration:** office automation; supervision; 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; 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, & electronic and paper duplicating)

**Economics:** analyzing social science/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 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 research

**Business development:** sales (cash management, internet marketing); designing a business logo, slogan, and critical functions; compiling and distributing a strategic plan for potential donor review; composing internet sites for client and donor relations; ordering and completing critical governmental documents for business formation; communicating the business model; developing funding strategies and communication devices; and managing business accounts



## FAITH COMMUNITY INITIATIVES

The James Edward Curtis Jr Education Foundation is embarking on a campaign to serve others, in the year 2010, in a place of its own (John 14:2). Within the next twelve (12) to twenty-four (24) months, The James Edward Curtis Jr Education Foundation wants to achieve the following:

**Open three faith-based service centers in suburban settings and serve under the guidance of God: The Lord Jesus Christ, the son of God, by the power of the Holy Spirit/Holy Ghost (John 10:25-30, John 4:24, Isaiah 42:1-5, 1 John 5:7),**

**Distribute 1,000 units of faith-based literature to those who need and who want to hear the good news of the words of God (Matthew 28:19-20), and**

**Fulfill the needs of 10 individuals in need, “exceeding abundantly above all that we can ask or think” (Ephesians 3:20, Matthew 6:33).**

The James Edward Curtis Jr Education Foundation cannot achieve this without your support. Please use a minute of time and review the internet site: [JECJEF.NET](http://JECJEF.NET). Search your heart and make a donation to The James Edward Curtis Jr Education Foundation today in order to impact lives tomorrow.

## ADVANCED INSTRUCTION

PRE-MBA ECONOMICS  
THEORY OF THE FIRM  
CONSUMER THEORY  
LABOR ECONOMICS  
HISTORY OF WEALTH IN THE UNITED STATES  
APPLIED GROUP ANALYSIS  
APPLIED STATISTICS AND ECONOMETRICS  
RELIGION, GOVERNMENTS AND MARKETS

