

Jean Jenkauskas



RESUME OF RELATED EXPERIENCE

WORK

- 1989 - present **FREELANCE BOOKKEEPING** for a variety of small local businesses.
All aspects of double-entry record keeping including sales posting, payroll,
coordination with accountant, with both manual and computerized systems.
- 1994 - 1996 **LAMOILLE AREA VOCATIONAL CENTER** Adult Education Instructor:
QuickBooks Pro, v. 5.0.
- 1982 - 1985 **WATERVILLE HEALTH CENTER** Office Manager/Certified Medical Assistant
for small family practice.
- also* Sole proprietorship in graphic design as well as various occupations in the equine,
agricultural, construction, and hospitality industries.

EDUCATION

- 1971 - 1975 **B.S. MATHEMATICS** Rensselaer Polytechnic Institute, Troy, New York
- 1993 - 1994 **JOHNSON STATE COLLEGE** 9 credits in accounting & financial management

COMMUNITY INVOLVEMENT

- Jeffersonville resident since 1978.
- Served on the Village Board of Trustees, Jeffersonville Planning Commission, Cambridge Rescue Squad (approximately three years each) and was the last Village Clock Winder before the Church burned down.