



Central Eastern Southern Western

P.O. Box 2008, New Britain, Connecticut 06050  
(203) 827-7700

Office of the President

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:

  
Dallas K. Beal  
President



An Equal Opportunity Employer

JAMES E. BLAKE  
West Town Street  
Lebanon, Connecticut 06249  
(203) 642-7669

**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**

Enrolled in Business Administration Program, 1970-1972.

**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.