John Zeolla Jr

[redacted]

PROFESSIONAL SUMMARY

Dynamic Treasurer with over a decade of experience in financial management and audit leadership. Skilled in stakeholder communication and crafting treasury reports that drive informed decision-making. Committed to ensuring fiscal responsibility and compliance through robust internal controls.

ACCOMPLISHMENTS

Dispersed over $500,000.00 in Strike Benefits for CWA Local 1120 member in connection with the Verizon Strike of 2016 last seven weeks.
Secured over $250,000.00 in forgivable SBA loans to the Union Local in connection with the CARES ACT and the American Rescue Plan Act.

SKILLS

- Bookkeeping
- Account reconciliation
- Audit preparation
- Corporate filings
- Tax compliance
- Stakeholder communication
- Office administration
- Cash management
- Budgeting expertise
- Financial management procedures
- Financial control
- Internal controls
- Verbal and written communication

WORK HISTORY

SECRETARY/ TREASURER | 11/2014 to Current
Communications Workers of America (CWA) Local 1120 - Poughkeepsie, NY

- Co-Fiduciary with Local President.
- Drafted treasury reports to support management decision-making needs.
- Managed financial reporting and budgeting processes for CWA Local 1120.
- Oversaw investment strategies to optimize union funds and resources.
- Developed and implemented internal controls to ensure fiscal responsibility.
- Led annual audits, collaborating with external auditors for compliance verification.
- Managed subsidiary Building Corp.
- Organized and maintained filing systems to ensure efficient document retrieval.
- Assisted in preparation of reports and presentations, enhancing communication effectiveness.

BUSINESS AGENT | 11/2005 to 11/2014
Communications Workers of America (CWA) Local 1120 - Poughkeepsie, NY

- Negotiated labor contracts to secure favorable terms for members.

- Provided representation in grievance procedures, ensuring fair treatment and resolution.
- Prepared and investigated member grievances for arbitration.
- Developed training programs to enhance member skills and knowledge of workplace rights.
- Conducted workshops on effective communication and collective bargaining strategies.

TELECOMMUNICATIONS TECHNICAL ASSOCIATE | 07/1994 to Current
Verizon Inc - Fallsburg, NY

- Installed and maintained telecommunications systems, ensuring optimal performance and reliability.
- Diagnosed and resolved network issues, minimizing downtime for clients and enhancing service quality.
- Collaborated with cross-functional teams to implement system upgrades and expansions efficiently.
- Trained junior technicians on best practices for installation and troubleshooting procedures.
- Led project initiatives for large-scale telecommunications installations, coordinating resources effectively.
- Conducted regular inspections of equipment to ensure compliance with safety standards and regulations.
- Installed and configured new devices and system components.

U.S. MARINE | 04/1990 to 04/1998
United States Marine Corps, USMC Reserve - United States Of America

- Conducted routine maintenance on marine equipment to ensure operational readiness.
- Diagnosed technical issues in Data Systems, employing analytical troubleshooting methods.
- Collaborated with team members to implement preventive maintenance protocols for improved reliability.
- Trained junior technicians on standard operating procedures and safety practices in marine operations.
- Honorably Discharged.

EDUCATION

University of Southern California - Los Angeles, CA | Master of Public Administration
Non Profit Finance/ Management, 05/2014
- 3.9 GPA

Marist College - Poughkeepsie, NY | Bachelor of Science
Communications, 05/2011
- 3.7 GPA

Dutchess Community College - Poughkeepsie, NY | Associate of Science
Telecommunications Technology, 05/2008

VOLUNTEER WORK

Volunteered as a New york State Lemon Law Arbitrator and Court Mediator.