**Josh Hurlock**

•5 Juniper Drive Farmington, CT 06032 • 860-558-0759 • [joshua.hurlock1@marist.edu](mailto:joshua.hurlock1@marist.edu)

**Education**

**Marist College**, Poughkeepsie, NY

**Bachelor of Science- Business Administration**

**Concentration: Finance**

**Dean’s List Student- 3.2 GPA**

**Marist College Academic Scholarship**

**Work Experience**

**Assistant Director**, **Hurlock’s Sports Camps**

Various towns, CT June 2010- Present

* Help my uncle run basketball camps for kids ranging from first to eighth grade

**Finance Intern**, **Rockville Bank**

South Windsor, CT June 2009- August 2009

* Daily reconciliation of General Ledger accounts, Cashier's Checks, and Money Orders checking accounts
* Prepared weekly Sales Tax Report based on review of Accounts Payable activity
* Reviewed General Ledger entries and financial reports for accuracy
* Utilized Jack Henry data processing system for the above responsibilities

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**Social Media Marketing Intern**, **Under30CEO**

New York, NY January 2009- May 2009

* Completed entrepreneurial internship to develop marketing strategies for a new venture
* Utilized social media vehicles to market Under30CEO, drive traffic to the website, and engage new members
* Utilized social media vehicles to monitor what was happening in the industry and what people were saying about Under30CEO

**Sales Associate/Management Assistant, Follett Higher Education Group**

Enfield, CT Summers, 2005-2008

* Assisted customers in finding textbooks and provided excellent customer service
* Assisted manager in handling book orders and in regulating inventory management
* Utilized Management Information System to replenish stock

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**Scorekeeper/Statistician, Farmington Recreation Department**

Farmington, CT November-February, 2002-2006

* Assisted in running and managing the town recreational basketball league
* Tracked statistics to provide a Weekly Update handout to the players of the league

**Activities**

* Member of Marist Business Club- helped run fundraisers for charities
* Member of Marist Campus Ministry- helped run fundraisers for charities, donated to help build schools in Kenya
* Marist Intramural Sports (basketball, volleyball, soccer)- played at least one intramural sport every semester

**Skills**

* Proficient in Microsoft Office Suite including Word, Excel, and PowerPoint
* Sufficient knowledge of budgeting and financing
* Excellent communication skills with diverse populations
* Significant experience with multiple software systems

**References**

**Dr. Martha McLeod**

President, Asnuntuck Community College

170 Elm Street, Enfield, CT 06082

(860) 253-3001

**Anabela Gomes**

Assistant Controller, Rockville Bank

1645 Ellington Road, South Windsor, CT 06074

(860) 291-3661

[agomes@rockvillebank.com](mailto:agomes@rockvillebank.com)

**Joe Simanski**

Director of Human Resources (retired)

Asnuntuck Community College

(413) 531-5814

**Matt Wilson**

Co-Founder, Under30CEO

(845) 527-6405

[matt@under30ceo.com](mailto:matt@under30ceo.com)

**Priscilla Peale**

Recreation Supervisor, Town of Farmington

7 Westwoods Drive, Farmington, CT 06032

(860) 675-2540