

**From:** Joe Lynch

**To:** John Long

**Subject:** Joseph P. Lynch, Jr. - Amended Resume

**Date:** September, 9, 2020

John,

Please accept this email amending my resume sent to your office with my application for the Licensing Commission.

Other Experience:

Acting Chair - Arts at the Armory, Somerville. - Advisory Committee(2017)

Ward 5 Democratic City Committee - Chair (2018 - present)

Somerville Media Center (SCATV) - Treasurer and President - (2017 - present)


The Dance Complex - Cambridge - Board of Directors and Treasurer- 2003 - 2005

Thanks.

Joe Lynch

# JOSEPH P. LYNCH, JR.

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 Somerville, MA 02145

## Professional Summary

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### Skills

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- Clerical
- Active Listening
- Speaking
- Administration and Management
- Judgment and Decision Making
- Active Learning
- Writing
- Customer and Personal Service
- Computers and Electronics
- Critical Thinking
- Social Perceptiveness
- Communications and Media

### Experience

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*Administrative Assistant and Sales Scheduler* *Mar 2012-Sep 2015*

*Boston Closet Company - Somerville, MA*

Managed all incoming sales, administrative, marketing and business calls.

*Sales Associate (seasonal part time)*

*Dec 2003-Jan 2007*

*Pier One - Cambridge, MA*

Sales/cashier duties.

*Bank Teller, Asst. Manager, Sales Manager, Asst. Vice President, Vice President, Sr.*

*Vice President*

*Jan 1985-Jan 1998*

*BayBank, Bank of Boston, Fleet Bank - Waltham, Boston, MA*

Starting as teller, advanced corporate jobs to finish career as Senior Vice President for the Correspondent Banking Division. As Senior Vice President responsible for six electronic banking products sold to downstream financial institutions, managed a business portfolio of annual sales in excess of \$50M, managed a staff of 28 full time employees, marketed and managed all aspects of business portfolio.

Former member of the Massachusetts Bankers Association.

*Bank Teller. Management Trainee*

*Jan 1981-May 1985*

*Mutual Bank for Savings - Newton, MA*

Bank teller and management trainee.

*Sargent, Office of Management and Budget*

*Nov 1971-May 1979*

*United States Air Force - Portsmouth, NH*

- Use computers for various applications, such as database management or word processing.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Manage projects or contribute to committee or team work.
- Learn to operate new office technologies as they are developed and

implemented.

*Basic training*

*Jun 1971-Nov 1971*

*United States Air Force - San Antonio, TX*

Basic training and Air War College for management and budget schooling.

## **Education**

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*Bachelor of Arts*

*May 1980*

*Boston University - Boston, MA*

*Associate of Arts*

*Sep 1977*

*University of New Hampshire - Durham, NH*