

Jonathan Sullivan

Whitman, MA | jonathans148@gmail.com | Phone: (781) 690-2766

Education

Northeastern University | Boston, MA Graduated: March 2021

Graduate Certificate: Global Studies and International Relations

Stonehill College | Easton, MA Graduated: May 2020

Bachelor of Arts Degree

Major: Political Science with a concentration in International Relations

Minor: Economics

Libertas International University | Dubrovnik, Croatia September - December 2018

- International study abroad experiences with coursework in European politics, Global economic development, and the European Union.

Relevant Coursework

Public Speaking, American Government and Politics, Macro and Microeconomics, American Foreign Policy, Sociology, Public Sector Economics, Campaign Communications, International Finance.

Work Experience

Accounts Payable Lead W.B. Mason Company INC. | Brockton, MA April 2023 - Present

- Oversee team of representatives within the AP department.
- Working with management on projects while maintaining effective communication with vendors.
- Reconciling large accounts with other departments throughout the company in a timely manner.

Accounts Payable Representative October 2021 - April 2023

- Management of several eight figure accounts.
- Provide accurate and concise information to management while working with the purchasing and receiving departments to reconcile discrepancies.

Temporary Administrative Assistant Solum Partners. | Boston, MA September 2021

- Calendar management, travel, and meeting schedule.
- Conduct orders for food, beverage, and supplies for the office. Factoring in dietary restrictions.
- Extensive use of Outlook Calendar.

Intern Rep. Alyson Sullivan. | Boston, MA Jan 2020 - April 2020

- Conduct thorough research to help with constituent's needs.
- Organize and file constituent emails in addition to drafting and proofing legislation.

Lebaron Hills Country Club. | Lakeville, MA May - Nov 2019

- Organize and help run tournaments for over 150 people.
- Effectively communicate and enforce course rules.

Chapin Sheds. | Whitman, MA April 2015 - September 2018

- Sell and deliver outdoor patio furniture.
- Answer phone lines and direct customers to proper office members.

Skills

- Microsoft Word, Excel, PowerPoint, SPSS.
- Elementary Spanish (A2 level).
- Adaptability, time-management, attention to detail, work ethic, communication.