

BARRY EDWARD MOLEFSKY

703.395.4760 ♦ barry@molefsky.com ♦ PO Box 3406, Reston, VA 20195

A Record of Accomplishment

PROFILE Enterprising problem solver. Able to effectively and efficiently utilize available resources while juggling multiple projects. A talent for finding information. Can work independently or as a team member.

SKILLS

- ✓ Windows and Macintosh platforms...
- ✓ QuarkXpress, QuickBooks, Word, WordPerfect, OpenOffice, Photoshop, Illustrator, Acrobat, Firefox, Eudora, Fetch, AppleWorks, Excel and many other software apps...
- ✓ HTML.

EXPERIENCE

Publisher

OWNER

Moho Communications, Inc., Fairfax, VA

1993-2008

Published *Homes & Land of Northern Virginia*®, a monthly, full-size, 4-color, advertiser-supported real estate magazine. Responsible for:

- ✓ Production, including ad design, page layout, and pre-press...
- ✓ Photographing cover property, formatting other photos and art work...
- ✓ Maintaining a database of advertised properties...
- ✓ Writing monthly newsletter...
- ✓ Developing marketing materials...
- ✓ Instructing customers on using ad submission software...
- ✓ Distribution...
- ✓ Accounts receivable and accounts payable...
- ✓ Hiring and firing support staff, developed employee manual...
- ✓ Creating and maintaining web sites...
- ✓ Magazine grew from 20 to 80 pages.

Economic, Financial, Investment Researcher/Analyst

SPECIALIST IN MACROECONOMICS

U.S. Library of Congress, Congressional Research Service, Washington, DC

1978-1996

Performed economic research and analysis in response to and in anticipation of inquiries from Members of Congress and staff.

- ✓ Subject areas included economic growth and forecasts, fiscal policy, inflation, and the underground economy...
- ✓ Supervised a dozen economists, assigning tasks and reviewing work for completeness and conformity with departmental policies...
- ✓ Conducted annual performance reviews...
- ✓ Served on various management committees...
- ✓ Received two awards for meritorious service...
- ✓ Hired as a GS 12 left a GS 15.

VICE PRESIDENT

Rinfret Associates, Inc., New York, NY

1972-1978

Performed economic, financial, and political research and analysis for industrial and financial clients.

- ✓ Briefed senior executives on economic and political conditions...
- ✓ Collected statistics on industrial and financial activity in the United States and abroad...
- ✓ Conducted annual Capital Expenditure Survey.

EDUCATION

HUNTER COLLEGE

AB, Political Science

New York, NY

KINGSBOROUGH COMMUNITY COLLEGE

AA, Liberal Arts

Brooklyn, NY

- ✓ Awarded New York State Regents Scholarship.