

Jynette Cohen

Goldsboro, NC | Jynettecohen@gmail.com | 929-529-3574

PROFESSIONAL SUMMARY

Finance professional and active-duty U.S. Air Force logistician with direct experience in budget management, financial reporting, and regulatory compliance. Pursuing a B.S. in Finance (GPA: 3.9) while managing 30 active multi-agency support agreements valued at over \$1 million and executing bi-monthly financial reporting cycles. Seeking an FP&A role where analytical rigor, cost-control discipline, and cross-functional collaboration translate directly to business impact.

EDUCATION

Southern New Hampshire University

Manchester, NH

Bachelor of Science in Finance, Concentration in Financial Planning. Dean's List all semesters.

Present

GPA: 3.9.

Relevant Coursework: Corporate Finance, Financial Modeling, Financial Accounting, Investment Portfolio Analysis

EXPERIENCE

Support Agreement Manager (SAM)

May 2024 – Present

United States Air Force

Seymour Johnson AFB, NC

- Administer 30 active inter-agency support agreements ensuring compliance with DOD and Air Force regulations, generating over \$1 million in income for the base.
- Draft, review, and update Memoranda of Agreement and Memoranda of Understanding to align with evolving mission and funding requirements.
- Collaborate with partner agencies to track funding responsibilities and ensure accurate financial allocation.
- Manage timely renewals of recurring support obligations to protect financial commitments and maintain operational continuity.

Contingency and War Planner

May 2024 – Present

United States Air Force

Seymour Johnson AFB, NC

- Planned and executed 20 deployments with 100% on-time delivery, coordinating movement of 4,000+ personnel and 50+ short tons of cargo through Base Support Plans and support agreement programs.
- Analyze logistical and resource data to develop efficient transportation and deployment plans under time-sensitive operational deadlines.
- Collaborate with cross-functional military teams to streamline logistical and resource allocation processes.
- Maintain accurate reports and tracking systems to support real-time decision-making across departments.

Treasurer

December 2025 – January 2026

United States Air Force, 4th LRS Booster Club

Seymour Johnson AFB, NC

- Spearheaded fundraising strategy, boosting club funds by over 650% in 10 months.
- Executed 20+ fundraising events, consistently generating revenue toward organizational goals.
- Prepared and presented bi-monthly financial reports to board members, ensuring full transparency into fund performance.
- Managed club budget with strict cost-control measures, limiting expenses to \$6,269 from February to December 2025.

Mobile Notary Public

July 2025 – Present

Self-Employed

Mar-Mac, NC

- Commission as a Notary Public in North Carolina, ensuring full compliance with state laws and legal validity standards.
- Completed 100+ notarizations with 100% accuracy, verifying client identities and maintaining documentation integrity.

CERTIFICATIONS

- Notary Public, State of North Carolina
- Pursuing: Wall Street Prep Financial Modeling Course
- Pursuing: CFI Institute FPAP Certification
- Pursuing: CFA Institute Certification

SKILLS

Technical Skills: Microsoft Excel, Microsoft PowerPoint, Power BI, SQL, Python

Core Competencies: Budget Management, Financial Reporting, Cost Control, Regulatory Compliance, Contract Administration, Logistics Planning, Stakeholder Collaboration