

# Maxfield Jones

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## EDUCATION

### University of Massachusetts Amherst Isenberg School of Management

Amherst, MA

*Master of Science in Accounting (MSA); GPA 3.8*

*Candidate, May 2022*

**Anticipated 150 Hour Completion:** Will complete 150 hours for CPA compliancy

*May 2022*

*Bachelor of Business Administration in Accounting*

*May 2021*

*Certificate in Business Analytics*

Cumulative GPA: 3.8; Deans List all semesters

- Commonwealth Honors College

## EXPERIENCE

### Belmont Country Club

Belmont, MA

*Accounting Intern*

*Summers, 2018 - 2020*

- Increased attention to detail and time management processing invoices, paying vendors, running payroll of 17 employees and preparing all month end financial statements
- Demonstrated strong communication skills interacting with private club members, managers and clubhouse employees displaying a flexible approach to ensure a professional attitude at all times
- Gained proficiency in Excel, Club Tech, Pro Shop Keeper as well as managing club website on WordPress

### Massachusetts Youth Soccer Camp (GOALS)

Hopkinton, MA

*Head Coach Intern*

*Summer 2016*

- Instructed 15-30 campers between the ages 6-13 to participate in a variety of activities from soccer to freeze tag
- Managed and participated in daily activities to ensure full engagement and contentment of all campers
- Taught the fundamental skills of soccer, allowing campers to have a strong passion for the game at a young age

## ACTIVITIES

### Isenberg School of Management

Amherst, MA

*Isenberg Citizens First Co-Director of Operations*

*Spring 2019 - Spring 2021*

- Maintained and organized candidate records via Google Sheets, verifying that candidates logged community service hours accurately
- Effectively responded to all candidate questions within twenty-four hours via email

*Isenberg Peer Mentor*

*Fall 2018*

- Provided and fostered a friendly support system for nineteen first-year students, ensuring their college success
- Shared knowledge and expertise on extracurricular activities, academic-related concerns, social life issues, and time management, while maintaining professionalism and confidentiality

### Beta Alpha Psi

Amherst, MA

*Vice President*

*Fall 2020 - May 2021*

- In team of six, lead award winning campus chapter hosting average of 150 participants per scheduled event
- Develop and manage operational components of numerous professional development and networking opportunities in both virtual and in-person settings; improved public speaking skills at annual awards banquet
- Collaborate with faculty and industry contacts on offering case competitions for all level of students

## SKILLS

*Computer:* Advanced MS Excel with Lookup and Logic Functions, Data Analysis Toolpak, Bots, MS Teams, Tableau, Caseware IDEA, DBMS with MS Access, SQL, BNA Bloomberg

*Language:* Fluent in Spanish