

Maxfield Jones

mjones@umass.edu | (508) 123-1234 | [Linkedin.com/in/Maxfield-Jones1234](https://www.linkedin.com/in/Maxfield-Jones1234)

EDUCATION

University of Massachusetts Amherst Amherst, MA
Isenberg School of Management
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

Bryant University Smithfield, RI
Bachelor of Science in Accounting May 2019
Cumulative GPA: 3.7

EXPERIENCE

State Street Corporation Boston, MA
Global Operations Processing Analyst Intern Summers, 2016 - 2019

- Process international, federal, and domestic securities transactions (equities, fixed incomes) with 99.6% accuracy
- Identify and research problem transactions (i.e. data quality, settlement details, etc.)
- Resolve conflicts via communication with fund managers, team members, and external groups
- Train new interns in all operational and communication protocols, providing both virtual and in-person support as

Bryant College Residential Life Smithfield, RI
Resident Assistant Fall 2017 - Spring 2019

- Develop safe community for residents; earned highest "five-star" safety environment rating for dorm
- Enhance residential community by coordinating at least ten social and educational events each semester
- Enforce code of student conduct and university policy consistently and objectively

Citizens Bank Marlboro, MA
Document Handling Assistant Summer 2015

- Sorted and checked outgoing mail with 99% accuracy rate
- Acquired correct customer information to process mail accurately
- Batched and shipped loans to appropriate servicer, following established protocol
- Demonstrated professionalism, adaptability and teamwork in first business related experience

ACTIVITIES

Alpha Sigma Alpha Sorority
Philanthropic Committee Member Fall 2018 - Spring 2019

- Raised money for Relay for Life and the Alzheimer Association in support of our philanthropies.
- Attended a Regional Leadership Conference to learn and improve leadership skills

Accounting Association
Member Fall 2017 - Spring 2019

- Attend numerous speaker forums, programming, and social events to increase knowledge of issues, trends, and opportunities within the Accounting realm

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: Conversational German