

# Jennifer Jones

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## EDUCATION

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**University of Massachusetts Amherst**  
**Isenberg School of Management**

Amherst, MA

*Bachelor of Business Administration in Finance | Financial Risk Management Concentration*

*Candidate, May 20XX*

- **GPA:** 3.45

## EXPERIENCE

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**South Shore Bank**

South Shore, MA

*Internal Audit Intern*

*May - August 20XX*

- Conducted extensive General Ledger Reconciliation for Bank and its subsidiaries, including Accounting, Insurance, Investment Corps, Insurance Services, and Insurance Holdings companies
- Performed thorough Wire Transaction testing and investigation, identifying and recommending solutions for issues identified during the audit
- Contributed to successful Retail Admin Audit by demonstrating strong organizational, communication, and problem-solving abilities to effectively complete audit tasks and support team

*Teller*

*May - August 20XX*

- Processed checks and cash for deposit, verified amounts, and examined checks for endorsements to assess for fraud
- Identified discrepancies and balanced cash drawers and check writer journal in accordance with bank procedures daily
- Verified and logged overnight and daily drop off deposits for accuracy of cash and check totals before processing
- Issued bank Treasury Checks/Money Orders after proper verification of account balances and signatures

**Heritage Club Golf Course**

Charlton, MA

*Grounds Crew*

*April 20XX - August 20XX*

- Supported department managers in specialized irrigation projects by working overtime on top of 9-hour workdays
- Collaborated with 18 course crew members and the Superintendent to optimize team efficiency and course quality
- Operated specialized greens mowers and other complex machinery to ensure the highest course quality possible
- Evaluated major problem areas on the course and created specified solutions alongside the course Superintendent
- Cultivated self-discipline and time management skills by arriving to the course before 5:15 AM each day

**Richardson's Ice Cream**

Middleton, MA

*Ice Cream Scooper*

*July 20XX - December 20XX*

- Provided high quality customer service in a high-volume environment
- Maintained thorough understanding of over 70 menu items to answer questions regarding their ingredients

## LEADERSHIP & EXTRACURRICULAR EXPERIENCE

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**Isenberg Ethics Team**

*November 2020 - Present*

- Finished 2<sup>nd</sup> in Isenberg Ethics case competition; preparing to compete in Inter-Collegiate Business Competitions
- Enhanced analytical skills by precisely drawing out balanced arguments to derive solutions for ethical decision-making

**Isenberg Investment Club**

Amherst, MA

*Member*

*September 20XX - May 20XX*

- Provided financial forecasting for companies and industries, discussed market events, and created discounted cash flow models to inform investment decisions
- Developed technical skills through company-specific modeling and participation in a stock pitch competition

**UMass Intramural Sports**

*Soccer Player*

*September 20XX - Present*

- Leverage strong team and individual skills to compete in competitive, intramural soccer league

## SKILLS & CERTIFICATIONS

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*Computer:* Word, PowerPoint, Access, & Outlook; Python, SQL (Basic)

*Certifications & Training:* Isenberg's Excel Advanced User Badge; LinkedIn Learning Course: Finance Foundations: Risk Management

*Language:* Spanish (Conversational)

*Interests:* MLS, Avid Skier, European Traveler (Italy, Greece, Germany, Scotland)