

Maxfield Jones

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EDUCATION

University of Massachusetts Amherst

Amherst, MA

Isenberg School of Management

Master of Science in Accounting (MSA); GPA 3.8

Candidate, May 20XX

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

May 20XX

Bachelor of Business Administration in Accounting

May 20XX

Certificate in Business Analytics

Cumulative GPA: 3.8; Deans List all semesters

- Commonwealth Honors College

EXPERIENCE

Belmont Country Club

Belmont, MA

Accounting Intern

Summers, 20XX - 20XX

- 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 20XX

- 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 20XX

- 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 20XX

- 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 20XX

- 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