

# Maxfield Jones

[mjones@umass.edu](mailto: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 20XX

**Anticipated 150 Hour Completion:** Will complete 150 hours for CPA compliancy May 20XX

**Bryant University** Smithfield, RI  
*Bachelor of Science in Accounting* May 20XX  
Cumulative GPA: 3.7

## EXPERIENCE

---

**State Street Corporation** Boston, MA  
*Global Operations Processing Analyst Intern* Summers, 20XX - 20XX

- 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 20XX - Spring 20XX

- 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 20XX

- 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

## EXTRACURRICULAR EXPERIENCE

---

**Alpha Sigma Alpha Sorority**  
*Philanthropic Committee Member* September 20XX - May 20XX

- 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* October 20XX - May 20XX

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

## 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