

# Maxfield Jones

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## EDUCATION

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**University of Massachusetts Amherst** Amherst, MA

**Isenberg School of Management**

*Accounting Transitions Program*

*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*

**University of Virginia**

Charlottesville, VA

*Bachelor of Science in Economics*

*May 20XX*

Cumulative GPA: 3.7

## EXPERIENCE

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**Aetna Healthcare**

Hartford, CT

*Sales Analyst*

*July 20XX - Present*

- Handle and analyze commercial accounts for ~ 275 business clients
- Investigate company profiles to ensure accuracy of proprietary client-side information
- Strategize with Sales Executives and Matrix Partners to develop competitive product proposals
- Research, review and apply state and federal mandates to products compliant with product standards
- Leverage expertise with data, products, compliance and underwriting to ensure proposals met client needs
- Reduced costs by ~ 25% across new business and renewal cases
- Present actionable information and insights to team members and management
- Utilize databases, product knowledge and concepts to solve wide range of case-related issues

**Pavillion Behavioral Health**

Charlottesville, VA

*Contracts Intern*

*May – August 20XX*

- Processed and maintained up to date records of ~100M in submitted and approved contracts
- Created MS Access database of 100+ DDS, DMH and individual client contracts
- Communicated across departments and with government agencies to streamline projects and resolve questions concerning contract and client information in compliance
- Reviewed Excel documents for accuracy and completeness including budget and newly acquired contracts

**Public Fish & Oyster**

Charlottesville, VA

*Hostess, Waiter*

*August 20XX – May 20XX*

- Provided exceptional service in popular destination demonstrating adaptability and efficiency in high volume setting
- Greeted and seated guests, managed reservations while also ensure equity of tables among 13 servers
- Communicated wait times to guests while anticipating potential complaints and providing alternative seating options
- Trained new employees through hands on instruction and supervision
- Worked ~ 25 hours weekly during academic periods

## LEADERSHIP EXPERIENCE

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**Economics Club**

Urbana-Champaign, IL

*Research Committee Lead, General Body Member*

*February 20XX – May 20XX*

- Led project in team of eight that focused on economic development in greater Champagne region focusing on research that identified impact of entrepreneurial growth in socially responsible investing
- Participate in general body meetings and gain insight from distinguished alumni and industry speakers

## SKILLS

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*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

