

Maxfield Jones

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EDUCATION

University of Massachusetts Amherst	Amherst, MA
Isenberg School of Management	
<i>Bachelor of Business Administration in Accounting</i>	<i>Candidate, May 2019</i>
<ul style="list-style-type: none">Cumulative GPA 3.73; Dean's List; Commonwealth Honors College	
Anticipated 150 Hour Completion: Will complete 150 hours for CPA compliancy	<i>December 2020</i>
 Bunker Hill Community College	Boston, MA
<i>Associate of Science in Business Administration</i>	<i>May 2016</i>
<ul style="list-style-type: none">GPA: 3.75	

EXPERIENCE

State Street Corporation	Hadley, MA
<i>Global Operations Processing Analyst</i>	<i>Fall 2017 - Present</i>
<ul style="list-style-type: none">Process international, federal, and domestic securities transactions (equities, fixed incomes) with 99.6% accuracyIdentify and research problem transactions (i.e. data quality, settlement details, etc.)Resolve any such conflict via communication with fund managers, team members, and external groups	
 University of Massachusetts Amherst	Amherst, MA
<i>Resident Assistant</i>	<i>Fall 2017 - Present</i>
<ul style="list-style-type: none">Develop safe community for residents; earned highest "five-star" safety environment rating for dormEnhance residential community by coordinating at least ten social and educational events each semesterEnforce code of student conduct and university policy consistently and objectively	
 Massachusetts Small Business Development Center (MSBDC)	Springfield, MA
<i>Small Business Consultant Intern</i>	<i>June - August 2018</i>
<ul style="list-style-type: none">Advised small furniture business owner on website strategy; increased site traffic by 27% in two monthsLed two interns in orientation meetings with small business owners; increased participants' awareness of servicesDeveloped cash flow strategies and determined loan eligibility while working with clients one-on-one	
 Citizens Bank	Marlboro, MA
<i>Document Handling Analyst</i>	<i>June - August 2017</i>
<ul style="list-style-type: none">Sorted and checked outgoing mail with 99% accuracy rateAcquired correct customer information to process mail accuratelyBatched and shipped loans to appropriate servicer, following established protocol	

ACTIVITIES

Beta Alpha Psi	<i>Fall 2017 - Present</i>
<ul style="list-style-type: none">Interact with students, faculty, and professionals to foster growth, service, and ethical conduct idealsTutor accounting students five hours per week in various courses	
 Accounting Association	<i>Spring 2018 - Present</i>
<ul style="list-style-type: none">Attend numerous speaker forums, programming, and social events to increase knowledge of issues, trends, and opportunities within the Accounting realm	
 Isenberg Undergraduate Leadership Council (ULEAD)	<i>Spring 2017</i>
<ul style="list-style-type: none">Developed coffee business, Morning Grind, for Isenberg School community with a team of fellow membersSolicited over \$2,500 through targeted fundraising efforts	

SKILLS

Computer: Microsoft Excel, Word, PowerPoint, Access; Minitab; HTML; CSS; Fluent in JavaScript
Language: Fluent in Portuguese & Spanish; Conversational in German