

# Maxfield Jones

(413) 123-4567 | [Linkedin.com/in/Maxfield-Jones](https://www.linkedin.com/in/Maxfield-Jones) | [mjones@umass.edu](mailto:mjones@umass.edu)

## EDUCATION

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- University of Massachusetts Amherst** Amherst, MA  
**Isenberg School of Management**  
*Bachelor of Business Administration in Accounting* Candidate, May 2019
- Cumulative GPA 3.73; Dean's List; Commonwealth Honors College
- Anticipated 150 Hour Completion:** Will complete 150 hours for CPA compliancy December 2020
- Bunker Hill Community College** Boston, MA  
*Associate of Science in Business Administration* May 2016
- GPA: 3.75

## EXPERIENCE

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- State Street Corporation** Hadley, MA  
*Global Operations Processing Analyst* Fall 2017 - Present
- 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 any such conflict via communication with fund managers, team members, and external groups
- University of Massachusetts Amherst** Amherst, MA  
*Resident Assistant* Fall 2017 - Present
- 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
- Massachusetts Small Business Development Center (MSBDC)** Springfield, MA  
*Small Business Consultant Intern* June - August 2018
- Advised small furniture business owner on website strategy; increased site traffic by 27% in two months
  - Led two interns in orientation meetings with small business owners; increased participants' awareness of services
  - Developed cash flow strategies and determined loan eligibility while working with clients one-on-one
- Citizens Bank** Marlboro, MA  
*Document Handling Analyst* June - August 2017
- 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

## ACTIVITIES

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- Beta Alpha Psi** Fall 2017 - Present
- Interact with students, faculty, and professionals to foster growth, service, and ethical conduct ideals
  - Tutor accounting students five hours per week in various courses
- Accounting Association** Spring 2018 - Present
- 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)** Spring 2017
- Developed coffee business, Morning Grind, for Isenberg School community with a team of fellow members
  - Solicited over \$2,500 through targeted fundraising efforts

## SKILLS

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

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## EDUCATION

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**University of Massachusetts Amherst** Amherst, MA

**Isenberg School of Management**

*Bachelor of Business Administration in Finance*

*Candidate, May 2020*

Track: *Corporate Finance*

- Cumulative GPA 3.73; Dean's List, Alpha Lambda Delta: First year honor society focused on community service
- Golden Key International Honour Society: Honor society focused on academic excellence and leadership
- Recipient of John & Abigail Adams Scholarship (full tuition)
- Isenberg Fellows Program: Selected for first year living/learning residential program

### Relevant Coursework

#### Topics in Corporate Finance

*Fall 20XX*

- Devised financial statement models based on 10K research and analysis for Boston Beer Company to make projections for future growth
- Calculated mean return, standard deviation, and correlation coefficients for three stocks: Apple, Chevron, Microsoft
- Utilized advanced corporate finance cases to analyze capital structure of firms
- Calculated ways to add value by finding optimal debt and equity levels to provide firms the lowest cost of capital

## EXPERIENCE

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### IBM

Somers, NY

*Financial Analyst (6 Month Co-Op)*

*January 20XX - July 20XX*

- Executed revenue audits, totaling \$398M for IBM's Smarter Planet initiative for first and second quarters of 20XX
- Constructed budgets, forecasts, revenue and expense assessments for software industry products
- Provided robust analysis, modeling and reporting to support executive-level decision making
- Reconciled discrepancies between ledger balances and sales wins during quarterly and monthly closing procedures

### UMass Center for Student Run Business

Amherst, MA

*Consultant, EarthFoods Café*

*20XX - 20XX*

- Managed financials and educate 23 co-managers on accounting, marketing, financial analysis and operating systems
- Implemented new payroll analysis system that increased transparency and reduced payroll costs by 15%
- Delivered monthly presentations to 35 consultants, administrative coordinators and employees of business explaining current financials and future opportunities
- Devoted minimum of 20 hours weekly during academic periods

## ACTIVITIES

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### UMass Finance Society

*President*

*Fall 20XX - Present*

- Lead weekly meetings on current events, financial concepts, career opportunities, and job hunt strategies
- Plan bi-annual networking trips to Boston and New York City, visiting prominent firms and top professionals
- Mentor and advise fellow members on networking and interview skills

### American Cancer Society: Amherst Relay for Life

*Team Captain*

*Spring 20XX*

- Led team of 17 in raising over \$6,500 towards cancer research; participated in 24-hour relay event

## SKILLS

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*Computer:* Microsoft Word, PowerPoint, Access, high proficiency in Excel; QuickBooks

*Language:* Fluent in Hebrew; Conversational in Italian

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## EDUCATION

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

*Bachelor of Business Administration in Finance* *Candidate, May 20XX*

Track: *Financial Analyst*

- Cumulative GPA 3.91; Dean's List
- Alpha Lambda Delta: First year honor society focused on community service
- Golden Key International Honour Society: Honor society focused on academic excellence and leadership
- Isenberg Fellows Program: Selected for first year living/learning residential program

## EXPERIENCE

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**Bank of America Merrill Lynch** New York, NY  
*Investment Banking Summer Analyst* *Summer 20XX*

- Completed successful internship in Global Technology Group, resulting in extension of a full time offer
- Provided financial analysis, research and comparable company analysis for high-tech companies
- Prepared pitch-books and management presentations for debt issuances and buy-side acquisitions
- Assisted with data room and diligence for sell-side transaction

**Knight Capital Americas** Jersey City, NJ  
*Sales & Trading Intern* *Summer 20XX*

- Extracted and organized client information from Options agreements to update and expand database
- Contacted current clients to request information regarding SEC Rule 15C3-5
- Collaborated in teams to present weekly market updates as well as sales pitches
- Assisted traders in developing trading strategies to be implemented for short term gains
- Gained exposure to compliance, evaluating clients following disciplinary actions from previous two years

**Minutemen Equity Fund** Amherst, MA  
*Capital Goods Research Analyst* *Fall 20XX - Present*

- Member of student-managed fund with assets valued at \$140,000 and reliant on members to develop investment strategies
- Utilize complex Excel-based valuation and portfolio allocation to create multiples and discounted cash flow models
- Conveyed findings in weekly meetings and lead discussions based on selected equities identified as best choices for Long-Term (3-5 year fund) investment goals

## ACTIVITIES

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**UMass Finance Society** *Fall 20XX - Present*  
*President*

- Lead weekly meetings on current events, financial concepts, career opportunities, and job hunt strategies
- Plan bi-annual networking trips to Boston and New York City, visiting prominent firms and top professionals
- Mentor and advise fellow members on networking and interview skills

**American Cancer Society: Amherst Relay for Life** *Spring 20XX*  
*Team Captain*

- Led team of 17 in raising over \$6,500 towards cancer research; participated in 24-hour relay event

## SKILLS

---

*Technology:* Bloomberg Certified; Capital IQ; Microsoft Word, PowerPoint, Access, high proficiency in Excel; Front Page

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## EDUCATION

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**University of Massachusetts Amherst** Amherst, MA  
**Isenberg School of Management**  
*Bachelor of Science in Hospitality & Tourism Management* Candidate, May 2018

- Cumulative GPA 3.8; Dean's List All Semesters
- Recipient of Starwood Hotels and Resorts Scholarship; Golden Key International Honour Society

## EXPERIENCE

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**Starwood Hotels and Resorts** Hilton Head, SC  
*Guest Service Intern* Summer 20XX

- Completed 10-week training program focused on Front Desk operations with exposure to other managerial areas
- Provided superior guest service while managing check in/out and resolving guest concerns
- Recognized by managers for professionalism when interacting with challenging guests and staff members
- Collaborated on project with interns to develop new social media ideas to increase web traffic and reservations

**Fletchers Cafe** Amherst, MA  
*Co-Manager* 20XX - Present

- Coordinate management on a team of three for a cafe; serving breakfast and lunch to up to 200 guests daily
- Lead hiring, training, and supervision of the part-time staff, arranging schedules and ensuring control of labor costs
- Implement new catering initiative bringing Fletcher's "Fresh and Fast" items to on-campus locations
- Collaborate with student clubs to develop logistics to introduce a bicycle delivery team

**UMass Residence Life** Amherst, MA  
*Resident Assistant* Fall 20XX - Present

- Led ten member Executive Council and managed the welfare of 50 residents in Honors Residential floor
- Developed building rules and administrative procedures based on housing objectives with a team of six managers
- Interviewed students and established the first Judicial Board and Student Government of new building complex

**UMass Dining Services** Amherst, MA  
*Ambassador* Fall 20XX - Spring 20XX

- Developed and implemented weekly concept test surveys on variety and quality of food, resulting in menu expansion
- Managed event logistics for special events such as Guinness Book of World Records "Longest Sushi Roll" and Battle of the Chefs

## ACTIVITIES

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**American Hotel & Lodging Association (AH&LA)** Spring 20XX - Present

- Gain insights into the hospitality industry by creating interactions with industry professionals and conducting site visits to resorts, hotels, and attending industry functions

**Club Managers Association of America (CMAA)** Fall 20XX - Present

- Attend speaker events, field trips, Career Day, and New England Club Managers Association meetings

## SKILLS

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*Computer:* Microsoft Excel, Word, PowerPoint, and Access; HTML; Publisher; GuestClick; epos Business Solutions  
*Language:* Fluent in Spanish

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## EDUCATION

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**University of Massachusetts Amherst** Amherst, MA  
**Isenberg School of Management**  
*Bachelor of Business Administration in Management* Candidate, May 2018

- Cumulative GPA: 3.73; Dean's List All Semesters; Commonwealth Honors College
- Recipient of Isenberg School of Management Scholarship

## EXPERIENCE

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**Massachusetts Small Business Development Center (MSBDC)** Springfield, MA  
*Small Business Consultant Intern* Fall 2017

- Led two interns in orientation meetings with small business owners
- Increased awareness of offerings by answering questions and highlighting offered services
- Collaborated with clients one-on-one to develop cash flow strategies and determine loan eligibility
- Advised small furniture business owner on development of website that increased traffic by 30%

**Camp IdleNook** Camden, ME  
*Head Counselor* Summers 2015 - 2016

- Managed seven Counselors in Training (CIT), developing staff confidence through individualized training modules and team-building exercises
- Collaborated with management team to organize daily activities for 75 campers in four two-week sessions
- Ensured appropriate communication with parents and family members; responded professionally to safety/crisis situations

**LP Simmons Construction** Woburn, MA  
*Assistant Office Manager* Summer 2014

- Supported Project Managers and Supervisors by facilitating project communication
- Prepared project specific documentation, including binders, monthly statement materials, and labor expenses
- Processed vendor payments and helped Financial Manager with filing payables and receivables

## ACTIVITIES

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**Isenberg Management Association (IMA)**  
*President* Spring 2017 - Present

- Develop and execute club approved marketing campaigns that increased event attendance by 35% in three months
- Strategize yearly agenda and collaborate with leadership board and alumni about networking events

**Society for Human Resource Management (SHRM)** Fall 2016 - Present

- Attended annual SHRM conference as a Volunteer in Washington, D.C.
- Participate in multiple networking events and meetings to discuss industry trends, issues, and current events

**Enlace de Familia**  
*Team Leader* Fall 2015

- Led a small team on a project aimed at gathering useful information for region's neediest families

## SKILLS

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*Computer:* Microsoft Excel, Word, PowerPoint; Salesforce CRM; Sage ACT!  
*Language:* Fluent in Spanish

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## EDUCATION

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**University of Massachusetts Amherst**

Amherst, MA

**Isenberg School of Management**

*Bachelor of Business Administration in Marketing*

*Candidate, May 2019*

Minor: *Psychology*

- Cumulative GPA 3.73; Dean's List All Semesters; Recipient of John & Abigail Adams Scholarship
- Citizens First Program Candidate

## EXPERIENCE

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**LEGO Group**

Enfield, CT

*Market Research Intern*

*Summer 2017*

- Produced 140-page research report recommending social media strategies within a team of three
- Collaborated with team for brand strategy assignments, competitive analysis, and prospective client identification
- Conducted research to aid in brand narrative development and market penetration for new product line

**Arthur J. Gallagher & Co.**

Boston, MA

*Marketing Intern*

*Summer 20XX*

- Developed marketing campaigns, including brochures/handouts in WordPress and Publisher, and focused on new clients in the transportation industry
- Managed information for ten client accounts in Customer Relationship Management (CRM) database
- Researched 100 prospective clients and developed sales leads for department leaders

**Target**

Hadley, MA

*Logistics/Inventory Team Manager*

*20XX - Present*

- Managed the stocking of shelves on the sales floor and in the back storage area
- Ensured correct number of items reflected in the stock inventory and alerted managers of items needing reorder
- Worked part-time during academic periods and nights during the summer to contribute to educational costs

## ACTIVITIES

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**UMass Marketing Club**

*Spring 20XX*

*Social Media Committee Member*

- Increased event attendance by 15% by initiating new campaigns focused on Facebook, Twitter, and Instagram

**Isenberg ExCEL Case Competition**

*March 20XX*

- Achieved Finalist in school-wide case event focused specifically on first and second year students
- Developed, researched, and presented a small business proposal in a team of four to potential "investors"

**Habitat for Humanity**

*20XX - 20XX*

- Traveled to several locations and assisted with on-site house construction
- Organized school-wide fundraiser that resulted in \$3,000 of funds to put towards home development

## SKILLS

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*Computer:* Microsoft Excel, Word, PowerPoint, Access; HTML; WordPress; Publisher

*Analytics:* Google; HubSpot

*Language:* Fluent in Spanish

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## EDUCATION

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

*Bachelor of Business Administration in Operations & Information Management* Candidate, May 2018

- Cumulative GPA: 3.73; Dean's List All Semesters
- Recipient of Isenberg School of Management Scholarship

**Universidad of Innsbruck** Innsbruck, Austria  
*Study Abroad Program* Spring 2016

## EXPERIENCE

---

**Massachusetts Small Business Development Center (MSBDC)** Springfield, MA  
*Small Business Consultant Intern* 2017 - Present

- Advise small furniture business owner on development of website that increased traffic by 27% in 2 months
- Lead two interns in orientation meetings with small business owners
- Increase participants' awareness of services by answering any questions, and highlighting services oriented to their concerns
- Collaborate with clients one-on-one to develop cash flow strategies and determine loan eligibility

**University of Massachusetts Amherst** Amherst, MA  
*Resident Assistant* Fall 20XX - Present

- Develop a safe community for residents; earned highest "five star" safety environment rating for the dorm
- Enhance residential community by coordinating at least ten social and educational events each semester
- Enforce code of student conduct and university policies consistently without bias
- Provide role-model ethical leadership for community members

**LP Simmons Construction** Woburn, MA  
*Assistant Office Manager* Summer 20XX

- Supported Project Managers and Supervisors by facilitating project communication
- Prepared project specific documentation, including binders, monthly statement materials, and labor expenses

**Citizens Bank** Marlboro, MA  
*Document Handling Analyst* Summer 20XX

- Sorted and checked outgoing mail with 99% accuracy rate
- Acquired correct customer information to process mail accurately

## ACTIVITIES

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**UMass Chapter of the Association of Operations Management (APICS)** Fall 20XX - Present  
*Fundraising Chair*

- Raised a total of \$3,700 through the planning and execution of three targeted, fall fundraising events
- Mentor and advise underclassmen on networking and interview skills

**Institute for Operations Research and the Management Sciences (INFORMS)** Spring 20XX - Present

- Attend speaker series, field trips, and networking events to develop interest and knowledge in the field
- Presented about (insert topic) to a panel of peers and faculty on the (about your topic)

## SKILLS

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*Computer:* Microsoft Excel, Word, PowerPoint, Access; Minitab; HTML; CSS; Fluent in JavaScript; SAP  
*Language:* Fluent in French

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## EDUCATION

---

**University of Massachusetts Amherst** Amherst, MA  
**Isenberg School of Management**  
Mark H. McCormack Department of Sport Management  
*Bachelor of Science in Sport Management* Candidate, May 2019

- Cumulative GPA 3.6; Dean's List All Semesters
- Golden Key International Honour Society

## EXPERIENCE

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**Boston Bruins** Boston, MA  
*Game Day Operations and Promotions Intern* Fall/Winter 2016

- Delivered in-game sponsorship presentations with a variety of activities and promotions
- Increased fan satisfaction through close interaction in merchandise sales and fan/team events
- Collaborated with three interns to establish a new protocol for scheduling "fan-friendly" activities

**Pioneer Valley Tip-Off Basketball Tournament** Amherst, MA  
*Community Outreach Staff* Fall/Winter 20XX

- Outreach to area high schools to register them for tournament
- Built relationships with participating coaches and communities
- Market the event through social media (Facebook, Instagram, Twitter), and sold tickets

**North Shore Navigators** Lynn, MA  
*Game Operations Intern* Summer 20XX

- Created a new game day operations schedule in conjunction with four other interns
- Developed a concessions plan by working closely with the Concessions Manager and other staff
- Suggested new merchandise items to sell based on research of competitor team items and sale percentages
- Decreased wait for fans during pre-game activities through redirecting flow of events

**Minutemen Madness Face-Off Tournament** Amherst, MA  
*Founder and Operations Director* Fall 20XX

- Created and implemented a new hockey tournament for 15 regional high school teams
- Designed tournament schedule and managed team of 12 to execute the event
- Raised over \$3,000 in sponsorship revenue through solicitation of local organizations

## ACTIVITIES

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**University of Massachusetts Sport Management Association** Spring 20XX - Present  
*Treasurer*

- Manage all financial responsibilities, including an annual budget of \$4,500, check signing and reporting
- Collaborate with other executive board members to determine appropriate fund allocation each year

**Association of Diversity in Sport (ADS)** Fall 20XX - Present

- Assist with Sport Management Career Fair by organizing attendees and answering employer and student inquiries

**Habitat for Humanity** 20XX

- Assist in the construction of local homes and provide an average of 10 service hours per week

## SKILLS

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*Computer:* Microsoft Word (proficient), Excel (intermediate) & PowerPoint (advanced)