

AMY JONES

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OBJECTIVE

Upcoming accounting/data analytics graduate with corporate and public accounting experience seeking entry-level audit position with CPA3, LLC in Pittsburgh, PA

EDUCATION

Robert Morris University, Moon Township, PA
Master of Science (M.S.) in Data Analytics, Expected May 2019
Bachelor of Science (B.S.) in Business Administration, May 2018
Concentration: Accounting
Overall GPA: 3.6; Major GPA: 3.7
Will graduate with 150 credit hours in May 2019

COMPUTER SKILLS

Certification in Microsoft Office Excel; Knowledgeable in QuickBooks

RELATED WORK EXPERIENCE

ACPA Firm, LLP, Pittsburgh, PA
Tax Intern, January 2018 – Present

- Prepare 150-200 small business and corporate tax returns per tax season.
- Write, edit and review tax information letters involving trusts and estates.
- Assist in audit preparation.

APghcorp, Inc., Pittsburgh, PA
General Accounting Intern, January 2017 – April 2017

- Worked with a four-member team to verify accounts payable invoices.
- Processed 70 invoices per day on time and with 100% accuracy.
- Detected billing error, resulting in a \$20,000 savings to the company.

ADDITIONAL WORK EXPERIENCE

Kennywood Park, West Mifflin, PA
Supervisor- Gift Shop, Summers 2015 – 2016

- Selected from 40 candidates for supervisor position.
- Designed store layout, improving sales by 15% each year.
- Hired, trained and supervised a staff averaging five workers daily.

HONORS AND ACTIVITIES

- PICPA Award for Excellence in Accounting Studies
- Presidential Scholarship
- Association of Future Accountants Activities Chair: planned six professional programs with 150 students participating
- Big Brothers Big Sisters Volunteer: completed 100 service hours annually for three years