

# AMY JONES

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## EDUCATION

**Robert Morris University (RMU)**, Moon Township, PA  
Master of Science (M.S.) in Data Analytics, Expected May 2023  
Bachelor of Science (B.S.) in Business Administration, May 2022  
**Concentration: Accounting**  
**Overall GPA: 3.6; Major GPA: 3.7**  
**Will graduate with 150 credit hours in May 2023**

## COMPUTER SKILLS

- Certification in Microsoft Office Excel; Knowledgeable in QuickBooks

## RELATED WORK EXPERIENCE

ACPA Firm, LLP, Pittsburgh, PA

**Tax Intern**, January 2022 – Present

- Prepare 150-200 small business and corporate tax returns per tax season.
- Write, edit and review tax information letters involving trusts and estates.
- Review forms prepared by others to ensure accuracy of data input.
- Assist in audit preparation.

APghcorp, Inc., Pittsburgh, PA

**General Accounting Intern**, January 2021 – April 2021

- 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**, June 2021 – August 2021

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

## CAMPUS AND COMMUNITY INVOLVEMENT

Big Brothers Big Sisters of Greater Pittsburgh, Pittsburgh, PA

**Volunteer Mentor**, November 2021 – Present

- Completed 100 service hours annually for three years.

Association of Future Accountants- RMU, Moon Township, PA

**Activities Chair**, August 2020 – May 2022

- Planned six professional programs with 150 students participating.
- Partnered with other on-campus organizations to develop a professional speaker series.

## HONORS AND AWARDS

- PICPA Award for Excellence in Accounting Studies
- Presidential Scholarship