**Britney Jones**

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**Summary of Qualifications**

Results-oriented, organized, and driven Accounting Honors major; certified in Microsoft Office, 2007.

Long-term professional goal is to be a career track candidate at a growth-oriented accounting firm.

**Education Bachelor of Business Administration,** Major: Accounting

University of Memphis, Memphis, TN

Expected graduation date: December 2016 GPA: 3.5

**College Leadership Activities and Honors**

* Honors Student Council Fundraising Chair and Philanthropy Committee, 2014-Present
* Beta Gamma Sigma Business Honor Society, 2014-Present
* American Institute of CPAs, Affiliate Member, 2014-Present
* Memphis Institute for Leadership Education (MILE) Graduate, Spring 2013
* MILE 2, Leadership Assistant, 2013-2014
* Deloitte Leadership Conference, Participant, 2013
* Provost and Robert C. Byrd Scholarship, Recipient, 2013

**College Work Experience**

**Tax Audit Intern, January 2015 – August 2015, Frazee Ivy Davis, Memphis, TN**

* Prepared individual and business tax returns using ProSystem fx Tax.
* Performed various analytical procedures, drafted engagement letters, compiled client financial information, and communicated to managers and partners effectively.
* Completed an audit of a local nonprofit and a 401k plan using ProSystem fx Engagement.

**Merchandising Clerk, August 2013 – December 2014, Distribution Services Inc., Memphis, TN**

* Communicated trend survey results to Kroger managers while managing projects effectively and efficiently.
* Reported weekly inventory and shipping orders to supervisors.
* Audited Kroger store displays and placement to insure a better customer experience.

**Summer Intern, May – August 2013, U of M Office of Academic Internships, Memphis, TN**

* Enhanced the accounting internship program by updating the accounting employer database and creating PowerPoint presentations for the Chair of the School of Accountancy.
* Assisted in research and development of a nonprofit fund by composing a white paper for financial analysis.
* Supported my internship site by providing program development assistance and ongoing diverse projects in internship tracking, evaluation, and communications.

**Philanthropy**

* Volunteer, St. Jude Children’s Research Hospital and Ronald McDonald House, 2015
* Volunteer, Shelby Farms Greenline, 2014