

# April Jones

5415 N. Clark Street  
Chicago, Illinois 60640

(773) 907-8660  
apriljones6@aaatargeted.com

---

**OBJECTIVE:** To obtain a position as (TITLE)

**PROFILE:** **EXPERIENCE:** Reliable professional who combines training in accounting with practical work experience that involved handling/counting money.

**DETAIL ORIENTED:** Problem solver who works with focus to ensure that all financial records are complete and accurate.

**FLEXIBILITY:** Versatile team player who takes on added responsibilities, quickly learns new skills, and supports co-workers.

**EDUCATION:** **LOYOLA UNIVERSITY** Chicago, Illinois 2015  
B.S., Accounting

**Gained hands-on skills in**

- Managerial Accounting
- Financial Analysis
- Statistics
- Cash Flow
- Audit Fundamentals
- Presentations

**Projects**

- Developed forecasts and budgets as part of business simulations.
- Demonstrated leadership by organizing teams and assigning duties for several case study-based projects.

**EXPERIENCE:** **CHICAGO NOODLE RESTAURANT** Chicago, Illinois 2013-Present

**ASSISTANT MANAGER**

**Accounting:** Reconcile daily transactions and prepare deposits. Track expenses and income. Organize and review payroll hours. Maintain inventory counts, and ensure invoices for deliveries are accurate. Assist the owner in pricing and purchasing decisions that involve an understanding of finance.

**Management:** Supervise employees and assign duties. Train new employees in customer service and computer skills. Resolve escalated customer service issues. Open and close the business (key holder).

- Planned and managed events.
- Convinced the owner to pursue an online marketing option.
- Developed strong time management skills by working while in high school and college.

**MACYS** Chicago, Illinois 2012

**SALES REPRESENTATIVE**

Marketed clothing and fashion at a retail store. Gave each customer fast, professional service. Represented the brand by wearing its clothing and knowing the product line.

**VOLUNTEER:**

- Treasurer, Irish American Insight: Kept books and made deposits. Reimbursed members for expenses, and maintained files for receipts.
- Event Planning, Fundraising, and Management, Kappa Phi Lambda: Handled cash from donations and fines. Tracked fines in Excel. Purchased supplies for fundraising events while meeting strict budgets.

**COMPUTER SKILLS:** Excel (V Look Up, Pivot Tables), PowerPoint, Word, retail database systems