

Vivian Jones

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Education

Bachelor of Science in Business Administration
Emphasis in Accounting

Webster University, St. Louis, Missouri

Expected May 2025

GPA: 3.6/4.0

Accounting Experience

FOCUS Intern, *Scheffel Boyle*, Columbia, Illinois

January 2024 - April 2024

- Assisted in the preparation of tax returns for both individuals and businesses
- Communicated with clients to obtain proper documentation and information needed for preparation of tax returns

Assurance Intern, *RubinBrown*, St. Louis, Missouri

May 2023 - July 2023

- Analyzed company information and wrote reports to provide insight about company background, industry outlook, and financial review
- Supported professionals in the audit risk assessment and analysis process

Skills

- Quickbooks
- SAP
- Excel
- Access
- Conversational Spanish

Additional Experience

Student Assistant, *Webster University*, St. Louis, Missouri

August 2022 - Present

- Scheduled appointments and answered student questions about the Career Planning & Development Center
- Reviewed student resumes for use on Handshake and provided constructive feedback
- Processed and approved online job postings to ensure opportunities were legitimate and relevant to Webster students

Customer Service Associate, *Webster University*, St. Louis, Missouri

August 2021 - May 2022

- Provided excellent customer service to residents and answered questions pertinent to the Department of Housing and Residential Life
- Organized and filed housing forms and maintenance requests
- Logged and notified residents of packages to ensure effective use of office space

Organizational Involvement

Missouri Society of Certified Public Accountants (MOCPA)

January 2024 - Present

Missouri Society of Accountants

August 2023 - Present

Webster University ChordLoks

August 2022 – Present