

Sherita L. Jones

6220 Shallowford Road Apt. 468

Chattanooga, TN 37421

PHONE: 901-573-8528

EMAIL: sherita-l-jones@utc.edu

PROFESSIONAL PROFILE

- Creative business professional with experience in income tax, banking, office, and retail.
 - Results-driven achiever and effective team player with exceptional interpersonal skills.
 - Highly flexible and adaptable performer, adept in thriving in a fast-paced environment while coordinating numerous time-sensitive projects.
 - Exceptionally motivated self-starter and creative problem solver who works hard and loves a challenge.
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EDUCATION

Master of Accountancy

University of Tennessee at Chattanooga. Chattanooga, TN. Expected December 2006. 4.0/4.0

Bachelor of Business Administration in Accounting

University of Memphis, Memphis, TN. May 2004. 3.0/4.0

CERTIFICATION

Passed Auditing portion of CPA Exam

RELEVANT COURSES

Principles of Accounting I & II, Intermediate Accounting I&II, Federal Income Tax I

Cost Accounting, Managerial Accounting, Governmental Accounting

Auditing, Accounting Information Systems, Business Finance, Corporate and Partnership Tax, Financial Accounting Theory and Issues, Tax Planning for Business Decision Making

HONORS AND ACTIVITIES

Selected for Who's Who among American College Students

Beta Alpha Psi Member

Volunteer Income Tax Assistance Program

AICPA Student Affiliate Member

Tennessee Society of Certified Public Accountants Scholarship Recipient

American Society of Certified Public Accountants Scholarship Recipient

Attorney-CPA Foundation Scholarship Recipient

RELATED EXPERIENCE

Customer Service Representative

McCright and Associates, Chattanooga, TN, May 2006-August 2006

- Scheduled and Rescheduled Inspections
- Assisted Customers with Concerns and Inquires
- Performed Research for Rent Reasonableness

Graduate Assistant

University of Tennessee at Chattanooga, Chattanooga, TN, August 2005-May 2006; August 2006-Present

- Performing tax and financial research
- Writing case briefs
- Reading treasury and judicial interpretations
- Grading papers and teaching Classes

Proofreader (Seasonal)

Joseph Decosimo and Company, Chattanooga, TN, January 2006-April 2006

- Assisted tax staff during busy season
- Assisted other professional staff as required
- Verified the accuracy of documentation

- Prepared tax returns and spreadsheets as needed

P&R Teller

Somerville Bank & Trust Company, Somerville, TN, June 2004 to August 2005; December 2005 to January 2006

- Processed customers' transactions with efficiency
- Balanced debits and credits daily with 97% accuracy
- Researched and resolving differences in bank statements
- Practiced outstanding customer service

Tax Preparer (Seasonal)

Jackson Hewitt Tax Service, Memphis, TN, December 2003-April 2004

- Prepared tax returns and exceeded sales goals
- Provided added service with assistance in future-year tax planning
- Provided exceptional customer care

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Windows

REFERENCES

Dr. Debbie Archambeault

Accounting and Finance—Dept. 6206
615 McCallie Avenue
Chattanooga, TN 37403
423-425-4156

Dr. Thomas Gavin

Accounting and Finance—Dept. 6206
615 McCallie Avenue
Chattanooga, TN 37403
423-425-4056

Dr. Melanie McCoskey

Accounting and Finance—Dept. 6206
615 McCallie Avenue
Chattanooga, TN 37403
423-425-5253