

Amani Jones

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Objective

Eastern Honors Program Scholar seeking an internship that will leverage and expand my technical, business, and team skills while also helping an organization achieve its goals.

Education

Eastern Connecticut State University – Willimantic, Connecticut
B.S. Major in Business Information Systems – Major GPA: 3.64
Leadership Communication Minor – Minor GPA: 3.5

May 2025

Technical Skills

SQL	MS Excel	Python	HTML
MS Access	SQL Developer	MS Office Suite	CSS

Relevant Coursework

Business Database Management	Statistical Data Analysis	Programming Logic w/ Python*
Introduction to Database Design	Business Information Systems	Interpersonal Communication
Information Management	Operations Management	Web Development*

Experience

Technical Assistant - ECSU Accounting & B.I.S. Dept., Willimantic, CT

Feb. 2022 – Dec. 2022

- Utilized SQL to perform analysis on student data to promote ACC and BIS programs/courses
- Ran criteria on spreadsheets using MS Excel to generate reports
- Adapted and multi-tasked according to changing priorities
- Collaborated as a team and worked independently to assist faculty and students with problems

Sandwich and Salad Maker - Panera Bread, New Port Richey, FL & Newington, CT

June 2022 – Present

- Executed sandwich artistry duties with very low occurrence of errors
- Motivated team members to be enthusiastic and work hard
- Organized work areas to foster efficiency
- Properly labeled and stored food in cooler or freezer to optimize freshness

Virtual Leasing Coordinator - Robtco Property Management, Washington, D.C.

June 2021 – Aug. 2021

- Collected and managed data using MS Excel
- Communicated with potential tenants via Tenant Turner
- Coordinated apartment tours for potential tenants and property showers

Campus Leadership

BIS-ITSA Club

- Vice President
- Club Council Representative

Sept. 2022 – Present
Sept. 2021 – May 2022

Student Government Association

- Student Issues Chair
- Senator

Sept. 2022 - Present
Sept. 2021 - Present

Office of Diversity & Equity Student Advisory Board

Aug. 2022 – Present

Student Orientation Counselor

Aug. 2022

*Taking Spring 2023