

Jack McKeever

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EDUCATION

University of Massachusetts Amherst | Isenberg School of Management

B.B.A. in Accounting | Minor in Economics | Expected May 2028

GPA: 3.9 | Dean's List: Fall 2024–Present

CPA: Pursuing educational requirements for CPA licensure

ACCOUNTING EXPERIENCE

Michelle McGuigan, CPA | Ware, Massachusetts

Accounting Assistant | Aug 2026 – Present | Hybrid

- Support financial statement review work through preparation of engagement workpapers, including tax-basis to GAAP accrual conversion and review of 100+ transactions for proper period recognition
- Review financial statements, fixed-asset, depreciation, and debt schedules for a \$5+ million annual revenue company using QuickBooks Online and AuditFile
- Perform monthly bank reconciliations through secure remote access to QuickBooks Desktop for more than 10 local businesses, resolving discrepancies between bank statements and accounting records

OTHER EXPERIENCE

Isenberg Undergraduate Programs | Amherst, Massachusetts

Operations Staff | Feb 2026 – Present

- Coordinate room requests and secure classroom, conference, and event spaces for faculty, staff, students, and student organizations
- Support daily operations through front-office assistance, computer lab management, and oversight of conference and breakout spaces

Hardwick Crossing Country Club | Hardwick, Massachusetts

Server | Jun 2025 – Present

- Deliver attentive service, process payments accurately, resolve guest concerns, and make personalized recommendations
- Train and support new servers on restaurant procedures, service standards, and daily responsibilities

ACTIVITIES AND PROFESSIONAL DEVELOPMENT

Beta Alpha Psi — Delta Nu | Candidate | Sep 2026–Present

Isenberg AI Lab | Member | Sep 2026–Present

- Experiment with emerging AI tools and collaborate with students to evaluate applications across business functions; independently develop tools for planning, workflow management, and career development

Excel Club | Member | Sep 2024–Present

EY Financial Accounting Advisory Services Job Simulation | Forage | Dec 2025

SKILLS AND CREDENTIALS

Microsoft Excel | QuickBooks Online | QuickBooks Desktop | AuditFile | GitHub | Spanish (Conversational)

Credentials: Excel Advanced User Badge | Qualtrics CX Survey Design | FERPA Certification | TIPS Certification

HONORS AND EARLIER LEADERSHIP

Valedictorian — Ware Jr./Sr. High School | McQuaid Scholarship | Flagship Award | Rensselaer Medal Award

National Honor Society President — Ware Jr./Sr. High School | Class Historian — Ware Jr./Sr. High School