

JEREMY TADLOCK

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Professional Summary

Energetic and dedicated college student seeking an opportunity to work for a company involving computer science. Passionate about my work and willing to put as much time and effort needed to learn any new skills that may be needed.

Skills

- C#, C++, Java, Javascript, HTML, CSS, and Python
- Unity
- Matlab
- Programming Logic
- Data Structures
- Problem-solving
- Computer and technology knowledge
- Attention to detail.
- Teamwork & cooperation.
- Communication & time management

Work History

Accounting Assistant, 01/2019 to Current

J. Ernest Bolling, CPA ,PC – Midlothian, Virginia

- Prepared individual tax returns for clients according to government regulations and requirements.
- Completed and filed returns with tax departments at local, state and federal levels.
- Prepared tax returns for small businesses and individuals.
- Maintained complete records of client tax returns and supporting documentation in secured areas.
- Maintained high levels of confidentiality while creating files, reports and records.
- Worked with coworkers as a team to insure quality support for clients.

Flooring Mechanic, 06/2018 to 06/2019

Heart Of Virginia Floor Covering – Midlothian, Virginia

- Cut flooring materials and used adhesive to glue material to the floor.
- Cleaned up leftover adhesives and mopped up floors.
- Swept, scraped, sanded, or chipped dirt and irregularities from base surfaces, and filled cracks with putty, plaster, or cement grout to form smooth foundations.
- Maintained positive relationships with all customers.
- Followed standards and procedures to maintain safe work environment.

Education

Associate's: Computer Science And Programming, 2019

John Tyler Community College - Midlothian, VA