

Jayden Williams

PROFESSIONAL SUMMARY

Motivated and detail-oriented accounting graduate currently pursuing a master's in computer science, with a growing interest in the intersection of finance and technology. Eager to contribute to a dynamic team by applying skills in bookkeeping, financial analysis, and data-driven decision making. Committed to leveraging strong analytical skills, attention to detail, and emerging technical skills in Python and accounting software to support business and technology initiatives.

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Cel: (484) 860 -1164

EXPERIENCE

Jun 2021 – Jul 2024

General Construction Laborer, Mark Allen Enterprises Inc.

3620 Broadway
Allentown, PA 18104

- Installation of fencing and awnings
- Deck building, refurbishing, staining and painting
- Masonry, brick laying, tuckpointing
- Design and install paver patios

Resourcefully adapted to changing situations on the worksite as necessary. Demonstrated expertise in assembling and securing building materials. Maintained site cleanliness by organizing equipment and disposing of hazardous or excessive materials.

Feb 2025 – April 2025

Tax Internship, CPC Financial Planning Inc.

250 Tanglewood Ln
King of Prussia, PA 19406

- Processed tax returns for individuals and businesses
- Ensured accuracy and compliance with federal and state tax regulations on tax returns
- Made copies of tax returns for distribution to clients and internal use, demonstrating attention to detail and organizational skills.
- Collaborated with accountants to organize tax returns and ensure calculations were correct

Adapted efficiently to changing client needs and deadlines, ensuring timely and accurate completion of tax returns. Demonstrated expertise in organizing and verifying tax documents for compliance. Maintained a well-organized filing system, ensuring all client and company records were properly stored and easily accessible.

EDUCATION	SKILLS	COMMUNITY
August 2017 – June 2021 Diploma , Allentown Central Catholic High School <i>Achieved PC Pro Certification</i> <i>Graduated with 3.23 GPA</i>	Project Management Inventory Management Efficient Time Management Effective Communication Attention to Detail Strong Problem-Solving Negotiation Skills Analytical Thinking Highly Organized Conflict Resolution Team Player Works Well Independently Tax Preparation Confidentiality Document Organization Compliance Knowledge	Allentown Central Catholic High School, Football Team – Captain, Senior Year West Chester University, Football Team Life Church, Community Service Zoe's Place, Community Service 1COR6:19 FITNESS LLC, Community Service
August 2021 – May 2025 BS Accounting , West Chester University <i>Graduated with 3.31 GPA</i>		
August 2025 – July 2026 MS Computer Science , West Chester University		

TECHNICAL SKILLS

Languages: Python (beginner),

HTML/CSS (basic), C++

Software: Microsoft Excel, Word,

QuickBooks (basic), Google Workspace

Tools: Git (learning), Visual Studio Code

Concepts: Financial reporting, tax preparation, bookkeeping fundamentals

REFERENCES

Mark Allen Enterprises Inc.

Tom Richmond, Owner – Supervisor
(610) 248-1091

West Chester University

Osagie Osunde, Running Back Coach
(570) 441-4153

CPC Financial Planning Inc.

Luanne Stetler, Manager
(484) 949-1587