

# 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

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## 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.

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## EDUCATION

August 2017 – June 2021

**Diploma**, Allentown Central Catholic High School

*Achieved PC Pro Certification*

*Graduated with 3.23 GPA*

August 2021 – May 2025

**BS Accounting**, West Chester University

*Graduated with 3.31 GPA*

August 2025 – July 2026

**MS Computer Science**, West Chester University

## SKILLS

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

## COMMUNITY

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

## 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

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## 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