

# Jack Thompson

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## EDUCATION

**Indiana University, School of Informatics, Computing, and Engineering**, Bloomington, IN

May 2020

*Bachelor of Science in Informatics*

Minor: Business/Accounting

Uniform CPA Examination Candidate

Cumulative GPA: 3.3/4.0

Major GPA: 3.7/4.0

## EXPERIENCE

**TMA Small Business Accounting P.C.** - Indianapolis, IN

June 2018 - September 2018

*Accounting and Payroll Intern*

- Developed internal procedures for managing data for cloud based Human Capital Management and general ledger systems by modifying the procedures that already existed
- Implemented solutions that bridged the accounting system that the company used with cloud accounting systems like QuickBooks
- Created a cloud-based bookkeeping process that enabled clients to use the HCM system securely

*Staff Accountant Intern*

May 2017 - June 2018

- Kept books for approximately 30 clients to ultimately prepare financial statements for CPA managers' review
- Accommodated various services to be provided to clients by tailoring the way their financial information was processed
- Attended client meetings and staff production meetings to discuss services to clients and to plan weekly objectives for our team

*Sales Assistant Intern*

December 2015 - May 2016

- Cold called lists of local businesses to generate leads on prospective clients
- Attended meetings with prospects and Sales & Marketing Director to establish relationships with businesses

**Proserve Payroll, LLC** - Indianapolis, IN

May 2016 - August 2016

*Payroll Assistant*

- Processed small business' payroll information and prepared payroll and related tax documents
- Met daily deadlines involving sending and receiving time sensitive information to maintain a positive client relationship

**Forest Park Aquatic Center** - Noblesville, IN

May 2014 - August 2015

*Life Guard*

- Assisted patrons in crisis situations during rescues from the pool
- Administered first aid to injured patrons

## LEADERSHIP

**Indiana University, School of Informatics, Computing, and Engineering** - Bloomington, IN

August 2018 – Present

*Undergraduate Instructor*

- *Information Representation (SQL, PHP)*
  - Instruct relational database-related material a section of approximately 50 students. Materials covered MySQL and PHP.
  - Teach students how to design a database using diagrams and schemas
- *Information Infrastructure II (Python, SQL)*
  - Instruct a class of approximately 30 students over advanced Python-related material-
  - Communicate solutions to students by analyzing errors and debugging their code
- *Information Infrastructure I (Python)*
  - Instruct a class of approximately 30 students over Python-related material, ensuring all students fully understand the material and are proficient in the language upon completion of the class
  - Assist students with their understanding of course content in and outside of class by assessing their assignments, giving feedback, and hosting office hours so that they could have the chance to discuss concepts one-on-one with me

**Indiana University, Kelley School of Business** - Bloomington, IN

December 2016 - May 2017

*Peer Tutor: Computers in Business*

- Showed proficiency in Microsoft Access and Excel and was invited back as a peer tutor to assist students
- Assisted students during class when by further explaining tasks concepts related to Access and Excel
- Lead review sessions for students outside of class so that they could be prepared for their exam

## TECHNICAL SKILLS

- Web Development – *Django, JavaScript, HTML, CSS, PHP*
- Database – *MySQL, PostgreSQL*
- Office- *Microsoft Excel, Microsoft Access*
- Object Oriented Programming - *Python*