



# DANIEL RAWLINSON

## ACCOUNTING STUDENT

### PROFESSIONAL SUMMARY

Hard-working and knowledgeable accounting student, dual-enrolled in high school and community college with aspirations to attend University of North Carolina at Charlotte's Business Honors Program to study accounting. Motivated in engaging in challenging and interesting accounting research and internships.

### CONTACT

**Phone:** 704-562-9970

**Email:** daniel.rawlinson9@gmail.com

**LinkedIn:** [www.linkedin.com/in/daniel-rawlinson/](https://www.linkedin.com/in/daniel-rawlinson/)

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### WORK EXPERIENCE

#### Front Service Clerk

Publix Supermarkets, Inc.

July 2024 - Present

- Gathered shopping carts from the parking lot and assist in general housekeeping duties throughout the store
- Processed customer sales transactions and returns in accordance with established Front-End procedures.
- Adhered to established policies and procedures related to safety, loss prevention and standard operating procedures. Maintain confidentiality of all Company information.

#### Office Administrative Assistant

Kumon North America, Inc.

August 2022 - January 2024

- Provided general administrative support, including data entry, filing, and preparing documents or reports.
- Supported head instructor through classroom management, and by covering for non-administrative roles when necessary.
- Scheduled and coordinated appointments, meetings, and orientations by phone and in-person.
- Supported parents through behavioral and academic feedback in accordance with established Company policies.

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### AWARDS AND CERTIFICATIONS

#### Advanced Volunteer Income Tax Assistance (VITA) Certified

Internal Revenue Service (IRS)

#### Excel 2019 Expert

Microsoft

#### Intuit QuickBooks Online Certified User

Intuit

#### Financial Modeling & Valuation Analyst (FMVA)

Corporate Finance Institute (CFI)

#### Accounting & Data Analysis State Champion

Future Business Leaders of America

#### 5th Place- Data Analysis (National Competition)

Future Business Leaders of America

### ACADEMIC HISTORY

#### South Piedmont Community College | 2023-2025

Associate of Arts, Enhanced Business Administrative CTE

- GPA 4.0
- Published in 2023-2024 student journal

#### Marvin Ridge High School | 2021-2025

High School Diploma

- GPA 4.65
- National Honor Society (NHS)
- National Society for High School Scholars (NSHSS)
- Accounting CTE Concentrator