

## Daniel MacDonald

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### EDUCATION

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<b>The University of Georgia</b> , Honors Program, Athens, GA <i>Bachelor of Science, Major in Computer Science, Minor in Spanish</i>	Expected: May 2022 GPA 4.00/4.00
<b>Athens Christian School</b> , Athens, GA <i>Honors High School Diploma</i>	Graduated: May 2018 GPA 4.00/4.00

### HONORS AND AWARDS

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**Charter Scholarship** – Awarded to 200-300 new students for outstanding achievement in academics

**Zell Miller Scholarship**

**High School Valedictorian**

**STAR Student**, Athens Christian School, 2018

### PROFESSIONAL EXPERIENCE

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<b>The Laster Law Firm</b> , Athens, GA, <i>Legal Assistant</i>	December 2018-Present
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- Conduct detailed client intakes and entered information in a company database
- Communicate pertinent information to clients, via phone, email, and mail
- Prepare legal documents for probate and real-estate law
- Use databases such as Clio and Qualia for client management

<b>UGA Bookstore</b> , Athens, GA, <i>Customer Service Employee</i>	July 2018-December 2018
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- Handled transactions with customers
- Assisted with any specific customer needs
- Answered questions the customers may have

<b>Zombie Farms</b> , Athens, GA, <i>Queue Line Supervisor and Actor</i>	October 2016-Present
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- Manage a queue line that holds hundreds of customers each night
- Answer customer questions and help improve customer experience
- Check and report technical problems before and after the event each night
- Interact with each customer

### CAMPUS INVOLVEMENT

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<b>Mock Trial</b> , Athens, GA, <i>Attorney</i>	August 2014-Present
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- Write and conduct examinations for witnesses
- Formulate a case theory for the prosecution and defense
- Practice four to five days a week for three hours each
- Perform and improvise for judges during rounds of competition