

# Daniel A. Carlson

## Local Address:

3702 Stearns Hill Road  
Waltham, MA 02451  
carlson\_dani@bentley.edu

## Home Address:

5 Fox Hill Lane  
Kensington, CT 06037  
Phone: (860) 716-9348

## EDUCATION

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### **Bentley University**, Waltham, MA

Bachelors of Science in Finance

GPA: 3.11

*Honors & Achievements:* Dean's List

January 2012

### **Northeastern University**, Boston, MA

Candidate for Bachelor of Science

Dual Concentration: Finance and Accounting

*Honors & Achievements:* Dean's List, Achievement Award Scholarship

August 2007 - December 2009

### **Berlin High School**, Berlin, CT

Athletics: Varsity Football, Varsity Track, Varsity Basketball

June 2007

## INTERNSHIP EXPERIENCE

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### **International Business Machines (IBM)**

*Tax Compliance Analyst/Co-op*

January 2009 - August 2009

- Prepared sales tax returns for Rhode Island and Utah
- Processed reconciliations to ledger for Rhode Island and Utah tax liability
- Completed monthly, weekly, and daily reports and tasks associated with sales in Rhode Island and Utah
- Assisted other staff members with projects and work load assignments

## EXPERIENCE

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### **Berlin Batting Cages** Berlin, CT

*Assistant Facility Manager*

March 2006 - August 2010

- Assisted owner in managing family entertainment complex including batting cages, mini golf, bumper boats, and go-carts
- Effectively resolved problems, assisted customers, and completed complex maintenance work
- Consistently maintained a positive attitude and strong work ethic

## ACHIEVEMENTS

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### **Eagle Scout**

- Constructed and landscaped a gazebo and stone patio at the Berlin Senior Center
- Procured town sponsorship, raised required capital in full, generated construction schedules
- Managed volunteers each construction day through project completion

## COMPUTER SKILLS

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- Proficient in MS Word, MS PowerPoint, MS Excel
- Knowledgeable in Windows XP, Mac OS X, FactSet

## ACTIVITIES

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### **Bentley University**

- Varsity Football; Bentley Campus Clean-Up; Junior Falcon Day Volunteer

### **Northeastern University**

- Varsity Football, Finance and Investment Club