

Brendon A. Dawkins

bdawkins@temple.edu

1324 North Broad Street | Philadelphia | PA | 19121 | 443.632.7917

EDUCATION: TEMPLE UNIVERSITY, Dual Degree, Fox School of Business, Philadelphia, PA
GPA: 3.94 | Dean's List: Fall 2018 - present
Bachelor of Business Administration | Major: Accounting
Bachelor of Business Administration | Major: Management Information Systems
Graduation: May 2022 | Total Expected Credits: 150
Anticipated Graduate Program: Master of Accountancy, Expected Graduation: August 2023

ACTIVITIES: Member, Institute of Management Accountants at Temple, Fall 2018 - Present
Member, Student Center for the Public Trust: Temple Chapter, Fall 2018 - Present
Member, Fox Student Philanthropic Society, Fall 2018 - Present
Member, Esencia Latina Dance Group, Spring 2019 - Present
Tutor, Sarah M. Roach Elementary School, Fall 2016 - Fall 2018

EXPERIENCE: ORAA GROUP LLC, Boca Raton, FL October 2017 – Present
Executive Assistant

- Perform general administrative duties remotely for a health care consulting firm, with primary clients such as Federal Government, Centers for Medicare and Medicaid Services, etc.
- Prepare and review contracts, meeting agendas, invoices, reports, memos, letters, financial statements, and other documents.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives.
- Developed and organized cloud storage system to store files and other information.

WEIS MARKETS, Reisterstown, MD June 2017 - December 2017
Cashier

- Operated scanning equipment and cash registers for a large chain grocery store.
- Processed hundreds of coupons and payments weekly for grocery store.
- Interacted with shoppers regularly to ensure positive customer experience.

SKILLS & LANGUAGES:

- MS Office Suite
- Tableau
- Spanish – Elementary