

PROFESSIONAL SUMMARY

Finance, accounting, project management, and criminal justice graduate with experience in audit support, business analysis, customer-facing roles, and operations. Skilled in large-scale data analysis, financial statement analysis, pattern recognition, workflow optimization, and clear business communication. Experience includes Deloitte audit internships, Ernst & Young business training, high-volume retail operations, and air-tight logistics coordination. Focused on using problem-solving, financial analysis, accounting thoroughness, and operational execution to improve accuracy, workflow clarity, decision-making, and organizational performance.

EDUCATION

Baruch College - New York, NY | Bachelor of Business Administration, Finance | Graduated Jun 2026

Bronx Community College - Bronx, NY | Associate of Applied Science, Accounting | Graduated Jun 2022

Year Up – New York, NY | Certificate of Completion, Project Management | Graduated Aug 2016

Borough of Manhattan Community College – New York, NY | Associate of Arts, Criminal Justice | Graduated Jun 2014

CORE ACADEMIC PROFICIENCIES

Accounting Information Systems | Business Statistics | Statistical Analysis | Microeconomics | Financial Planning | Strategic Management | Public Speaking

CORE CAPABILITIES

Accounting Systems - records, documentation review, bookkeeping logic, compliance support	Audit & Controls - dataset cleanup, exception identification, evidence testing, pattern recognition, review-ready summaries
Business Analysis - research synthesis, workflow mapping, operational analysis, structured problem solving	Communication - memos, slide decks, concise summaries, customer support, stakeholder communication
Tools - Excel, Word, PowerPoint, Outlook, Office Suite, QuickBooks Online, ChatGPT, Codex, GitHub, GitHub Pages	Operating Strength - classify messy inputs, verify accuracy, simplify complexity, document outputs, optimize workflow

PROFESSIONAL EXPERIENCE

Deloitte - *New York, NY* | Audit Intern II | Jun 2023 - Aug 2023

- Analyzed large datasets to identify exceptions, patterns, and decision-useful signals for audit support
- Cleaned, sorted, and organized raw data for the company AI tool, optimizing workflow clarity and input quality
- Converted complex information into concise summaries for team members and senior employees

Deloitte - *New York, NY* | Audit Intern | Jun 2022 - Aug 2022

- Evaluated financial and operational information with teammates for audit-related deliverables
- Led deliverable delegation and moved raw information into organized reports, slide decks, and memos

Burlington - *Bronx, NY* | Cashier (Seasonal) | Oct 2021 - May 2022

- Managed high-volume customer interactions while maintaining accuracy, professionalism, and transaction flow
- Resolved customer issues under pressure through practical problem-solving and clear communication

Ernst & Young - *Remote* | Business Intern | Apr 2021 - Aug 2021

- Developed foundational skills in business communication, business presentations, and structured problem-solving

Fresh Direct – *Bronx, NY* | Operations Center Agent | Jun 2019 – Oct 2019

- Managed billing and account-related customer inquiries, resolving issues with professionalism and urgency
- Maintained accurate financial and operational records used in daily reporting and logistics coordination
- Optimized workflow clarity by creating a new process to keep business communications timely and effective
- Supported high-volume operations by tracking account information carefully and communicating updates clearly across workflows

PROJECTS

Personal Portfolio Website - charlesmdaniel.com | Simple Utility-Based Portfolio | 2026

- Vibe coded a simple, utility-based portfolio using Codex, GitHub Pages, HTML/CSS, and iterative prompt-to-build workflows

Business Science Study System - Comprehensive Learning System | 2026

- Prompt engineered a learning system, comprised of comprehensive lesson plans, to master the science of business through accounting, finance, and operations

CERTIFICATIONS

Bloomberg Market Concepts (BMC) – Bloomberg for Education | Completed Dec. 2021

- Credential ID: [KKvLa3alsZeSjFkxSFoZJJTv](https://www.bloomberg.com/credentials/KKvLa3alsZeSjFkxSFoZJJTv)
- Focus: Financial markets, economic indicators, currencies, fixed income, equities, and Bloomberg Terminal fundamentals