

DAKOTA LEONARD

Email: daleonard1113@email.campbell.edu

Phone: 919.397.5297

Education

Campbell University, Buies Creek, North Carolina Expected Graduation Date: May 2023
BBA Trust & Wealth Management - Pre-Law Major GPA: 0.00
Minor in Financial Planning Cumulative GPA: 0.00

Scholarships & Honors

Presidential Scholarship (\$60,000); Residence Life Scholarship (\$2,000)

Work Experience

Mann, McGibney, & Jordan, PLLC May 2017 - Present
Intern and Admin - Post Closing Department Raleigh, North Carolina

- Introduced a paperless idea of operation to streamline the post-closing process.
- Assisted in the Post-Closing Department including scanning, saving, and shipping loan packages; sending closing docs to the buyers; and mailing out all post-closing checks/payments found on the Closing Disclosures.
- Collaborated with senior level coworkers and my boss to introduce ideas of improvement.

Abbey Road Tavern & Grill December 2018 - Present
Server Fuquay Varina, North Carolina

- Prepare the dining room for customers by rolling silverware, making teas, and folding napkins.
- Protect establishment and patrons by adhering to sanitation, safety and alcohol beverage control policies.
- Keep up to date on the newest menu options and specials.

Holly Springs RAGE Baseball Organization July 2019 - Present
Social Media & Web Design Chair Holly Springs, North Carolina

- Update the Social Media pages (Facebook, Instagram) with upcoming events and other activities.
- Reconstructed the website to house the most current teams and the most current rosters.

Technical Skills

Soft Skills

- | | | | |
|------------------------|------------------|----------------|-----------------|
| • Adobe Dreamweaver | • Adobe InDesign | • Focused | • Collaboration |
| • Adobe Photoshop | • Adobe Audition | • Organized | • Communication |
| • Adobe Illustrator | • Adobe Premier | • Timely | • Adaptability |
| • Microsoft PowerPoint | • Microsoft Word | • Self-Starter | • Trainable |