

## Contact Information

Email: aedawson@mtu.edu  
Phone: (248) 505-7784  
Clarkston, MI

## Skills

French (Spoken, Writing, Reading; operational; Studied abroad for 5 years)

Microsoft Word, PowerPoint, Excel

Wolfram Mathematica

SAS Statistical Analysis

## Class Experience

Audit and Assurance

Financial and Managerial Accounting

Governmental/Non-profit Accounting

Markets and Actuarial Math

Regression Analysis

Investment Analysis

## Community Impact

*August 2016 – Present | Houghton, MI | Humane Society Volunteer*

- Socialize cats and walk dogs that are up for adoption

*September 2014 – May 2016 | Clarkston, MI | Tutor for Middle School Students*

- Joined tutoring program at Sashabaw Middle School as a tutor

*October 2014 – March 2015 | Clarkston, MI | Recycling club*

- Collected recycling from classrooms in High School

# Elaine Dawson

Actuarial Science / Accounting

## Education

*Expected Graduation: May 2021 | Houghton, MI | Michigan Technological University*

- Master of Science
  - Accounting; Accelerated Program

*Expected Graduation: May 2020 | Houghton, MI | Michigan Technological University*

- Bachelor of Science
  - Mathematics; Actuarial Science Concentration
- Recipient of Presidential Scholarship
- Recipient of Special Recognition Award for Superior Performance in Calculus
- Cumulative GPA – 3.18

*August 2016 | Clarkston, MI | High School and International Baccalaureate Diploma*

- Received MTU credit for successful completion of IB Degree
- Honor Roll

## Work Experience

*January 2019 – Present | Trust Department Co-Op | Superior National Bank | Houghton, MI*

- Assists with managing clients' investment portfolio, managing risk and return, and assisting where otherwise needed.
- Responsible for preparing financial recommendations and monthly reports on the performance of stocks and fixed income holdings.

*September 2018 – December 2018 | Sandwich Artist | Subway | Houghton, MI*

- Responsible for catering to customers' requests, keeping the store presentable, operating cash registers and nighttime bank deposits

*May 2018 – August 2018 | Warehouse Picker | Rite Aid | Waterford, MI*

- Responsible for collecting and distributing products ordered by Michigan area Rite Aid stores