

Charley Dalton

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Education

Utah Tech University | *Bachelor of Accounting*

St. George, UT | **August 2022 – December 2025**

Southern Utah University | *General Education*

Cedar City, UT | **January 2022 – May 2022**

Grantsville High School | *General Education*

Grantsville, UT | **August 2017 – May 2021**

Skills

- **Software skills:** *Excel, QuickBooks, Tax prep software* **Proficiency level:** Intermediate
 - **Technical skills:** *Financial analysis, GAAP, Account reconciliation* **Proficiency level:** Intermediate
 - **Soft skills:** *Problem solving, Teamwork, Communication* **Proficiency level:** Advanced
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Experience

EZ LYNK | *IT Support Technician*

St. George, UT | **April 2023 – Present**

- Provide phone support for EZLYNK and Auto Agent diagnostics
 - Diagnose hardware malfunctions and collaborate with engineers on improvements
 - Work with a support team to ensure efficient problem resolution
 - Closed 300+ support tickets
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Certifications

- **Intuit Bookkeeping Certification** *Completed January 2025*
 - **Microsoft Excel Certification** *Completed November 2023*
 - **Business Information Management Pathway** *Completed May 2021*
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Interests

Investing

I am passionate about money, finances, and investing. I currently manage a personal portfolio of stocks and crypto.

Running

I enjoy exercising and staying healthy. I am excited to take part in my first half marathon late 2025.

Music

I love being creative and trying new things. I recently picked up guitar in the last few years.