

# Dakota Isnogle

Lima, OH

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Inventory Associate/Filing Assistant**

Haven Manufacturing - Ossian, IN - November 2013 to Present

#### Responsibilities

When I first started I redid the whole inventory system and the filing system. Then everyday I would add new items to the inventory as needed and would file any paperwork that needed to be filed. I would then go through and make sure that the inventory was organized.

#### Accomplishments

I increased productivity with inventory by creating an easy way to check what is in inventory and by making a copy and printing a new sheet of what is in inventory each week. I also filed away all the paperwork at the end of 2013 and 2014 which helped make room for all of the paperwork for the following year.

#### Skills Used

I demonstrated organizational skills, filing skills, basic math skills, computer skills, and typing skills with a range of about 50 words per minute.

## EDUCATION

### **Associate in Agribusiness/Accounting**

University of Northwestern Ohio - Lima, OH

2014 to 2016