

Alex Mentel

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Education

Iowa State University, Ames, IA

- Bachelor of Science, May 2014
- Major: Animal Science

Hawkeye Community College, Waterloo, IA

- Associate of Arts, December 2011

Employment History

TM Logistics, Waterloo, IA

Supply Management Planner, March 2016-Present

- Communicate with suppliers to ensure delivery time and material quantity is sufficient for production.
- Manage daily information and documents, including daily critical shortages, inventory adjustments, and delinquency reports.

Test America, Cedar Falls, IA

Organic Prep Analyst, April 2015-March 2016

- Performed routine lab tasks
- Adhered to standard operating procedures

Hansen's Farm Fresh Dairy Outlet, Cedar Falls, IA

Assistant Manager, December 2014-April 2015

- Processed merchandise/information through POS register system
- Communicated effectively with clients
- Maintained successful product management, including ordering, receiving, and price changing

Pipestone Systems, Pipestone, MN

Swine Technician, July 2014-December 2014

- Monitored the health and well-being of sows and piglets
- Assisted sows during the farrowing process

K9 Playhouse, Waterloo, IA

Canine Caregiver, Summer 2012 and 2013

- Supervised, controlled, and managed activities of daycare dogs
- Handled and processed payments from customers

Grant & Schindel CPAs, Waterloo, IA

Receptionist, 2011

- Managed front desk responsibilities including phone trafficking and customer greeting
- Experienced in operating Microsoft Word, PowerPoint, and Excel

Friendship Village-Lakeview Lodge, Waterloo, IA

Housekeeper, 2008-2009

- Ensured a safe working and living environment
- Assisted in managing supplies for fifty residents