

# BROOKE LYN DOSKOCIL

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## EDUCATION

December 2006 - University of Texas at Arlington  
Bachelor of Art in Communications: Advertising focus, English Minor

December 2007 - Region 10 Teacher Preparation and Certification Program completion

## OBJECTIVE

Seeking a position in the accounting field where excellent analytical skills, strategic thinking and leadership abilities can be utilized to improve the company's profitability

## BUSINESS EXPERIENCE

*Dean Foods; September 2011 – February 2012*

*Supply Chain Pricing Analyst*

Ensure accurate Supply Chain Pricing data is captured and maintained throughout the system  
Research and resolve data issues with suppliers and respective database tables  
Assist in the testing and delivery of new system functionality  
Support of implementation and enhancements across multiple databases  
Help maintain data integrity in systems by running audit reports and analyzing data  
Work directly with end users to provide functional and technical support

*Dean Foods; August 2008 – September 2011*

*AP Analyst*

Analyze operational and technical data to target areas for improvement  
Execution of multiple daily disbursements, related problem resolution and payment forecasts  
Weekly and monthly metrics reporting to Executive Management  
Develop documentation and procedures for all areas of responsibility  
Primary point of contact for departmental banking functions

*Museum of Nature & Science; July 2005 – June 2008*

*Graphic Artist/Marketing Specialist*

Concept and creation including copywriting, editing, graphics, list management and reporting of MNS support materials for its numerous programs and functions  
Ensure all designs conform to the image and style of the developing marketing strategy  
Liaise with Development, Events, Public Programming, and Exhibits teams to provide graphic support  
Manage email marketing from concept to distribution  
Assist with the planning and execution of marketing and communication plans for all of the Museum's special events

*Adventure Partners, Innovative Integrations Agency; August – December 2006*

Played key role with the student organized and run marketing agency at The University of Texas at Arlington chosen to develop, implement, and measure a marketing campaign for the U.S. Central Intelligence Agency (CIA). Agency developed and implemented Dallas/Fort Worth's first Collegiate Global Career Expo. Responsibilities included design of logo for campaign event, creation of multiple advertisements for campaign, and coding and measuring of research gathered post-campaign.

**REFERENCES AVAILABLE UPON REQUEST**

## SOFTWARE PROFICIENCIES

JD Edwards  
Prodagio  
Lotus Notes  
AS 400  
Microsoft Office  
Access  
Excel  
PowerPoint  
Word  
Adobe Creative Suite  
Acrobat  
Illustrator  
InDesign  
Photoshop

## ACTIVITIES & AWARDS

Volunteer, Museum of Nature & Science, 2005-2006  
Volunteer, Special Olympics 2000-2005  
Mentor, Peer Assistance and Leadership (PAL) 1999-2001  
Member, National Honor Society, 1998-2001