Dakota Dowd

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(Visit my website: dakotadowd.com)

EDUCATION

Bachelor of Science, Information Systems   Apr 2027
Brigham Young University - Marriott School of Business   *Provo, UT*
- GPA: 3.63
- Member – Association for Information Systems
- Specialized Courses at BYU:
  - Introduction to Python, Introduction to Information Systems, Spreadsheet Skills

EXPERIENCE

Research Assistant   Sept 2024 – Present
Neal A. Maxwell Institute of Religious Scholarship   *Provo, UT*
- Conducted research across various topics, contributing to the advancement of scholarly projects.
- Edited projects to enhance clarity and academic thoroughness.
- Managed schedule to ensure research was accomplished in a timely manner.

Teacher's Assistant   Jan 2021 - Dec 2021 / Apr 2024 - Aug 2024
Primrose School of Rochester   *Rochester, MN*
- Enhanced learning in preschool and kindergarten settings, guiding educational activities to promote student development.
- Established trust through daily communication with parents to foster collaboration and provide updates on their child's education.

Volunteer Representative   Dec 2021 – Dec 2025
The Church of Jesus Christ of Latter-day Saints   *Dallas, TX*
- Coordinated groups of 20-30 volunteers, ensuring effective goal achievement through progress reports and follow-up.
- Conducted meetings weekly to train other missionaries
- Performed service, including clothing drives, community gardens, local farms, and individual homes.

SKILLS & ACHIEVEMENTS
- Proficient in:
  - Python, HTML
- Experienced with:
  - CSS, Tableau, SQL, Excel/VBA