

Dakota Garrison

Ottumwa, IA | 641-777-8397 | dakotagarrison.14@gmail.com

EDUCATION

Ottumwa High School

Graduated 2018

Indian Hills Community College

Computer Software Development Program

Anticipated graduation 08/2024

EMPLOYMENT EXPERIENCE

Maurices

Ottumwa, IA

Assistant Manager

March 2023–current

- Supporting the development of team by coaching and providing timely, open, and honest feedback
- Complete work on time, thoroughly, and according to company standards
- Use technology as both a selling resource and a way to complete all various task needed

Ottumwa Regional Health Center/R1RCM

Ottumwa, IA/Remote

Patient Access and Registration

December 2021–March 2023

- Verified patient demographics on a daily basis.
- Fulfilled department reports and assisted with hospital-wide documenting and orders.
- Informed patients of estimates and verified insurance information, as well as patients payments for the day of visit.

Frog Hollow Kid Campus

North Liberty, IA

Assistant Teacher

May 2021–August 2021

- Assisted lead teachers with daily lesson plans.
- Manage students' daily agendas along with keeping up with parent communication

Target

Coralville, IA

General Merchandise

October 2019 - May 2021

- Performed daily tasks to maintain a sales floor brand for a home-storage department.
- Assisted guests and coworkers with various issues and tasks.
- Constantly learned and adapted to new roles based on the store needs.