

# Dakota Ewing

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## Education

August 2015 - June 2019

**High School Diploma** - *Corner Canyon High School, Draper UT*  
**Certification in Microsoft Word, Excel, and Powerpoint** - *Microsoft*

## Awards

**Honors Diploma** - *Corner Canyon High School, Draper UT*

## Personal Attributes

- Leadership qualities such as communication, team work, and a desire to learn more and be better.
- I have learned how to communicate effectively in order to not only express how a task is to be done but also why it is important.
- I take responsibility for mistakes I make and use the lessons I learn to prevent future mistakes from happening.
- My experience in retail has built my interpersonal skills such as talking to clients and being able to understand their point of view in order to help them through the process as quickly and smoothly as possible.
- I learn quickly and can adapt to new situations. I do not know everything, but I am always willing to put in the extra work and learn how to do something new or learn new ways to think. I love to learn and hope to learn many new things.

## Experience

November 2019 - Present

**Assembler** - *Best Tugs LLC., Spanish Fork UT*

- Assemble wire harnesses for electric airplane ground support
- Pin, crimp, and solder wires
- Assemble tugs using wrenches, drills, impact drills, taps, and other tools
- Assess quality of products and do so in a timely manner

April 2019 - October 2019

### **Floor staff member** - *Cinemark Draper and XD, Draper UT*

- Working the box office selling tickets and doing exchanges & refunds
- Working on the usher crew cleaning theaters on a timely basis & keeping bathrooms, halls, and lobby in a presentable fashion
- Operating the till furthering my experience handling money & managing unenthusiastic customers
- Preparing food and selling merchandise at the concession stand. Here I've gotten practice utilizing selling techniques and managing many different elements behind the counter during a rush

January 2018 - PRESENT

### **Head of Accounts Payable** - *Kimball Property Maintenance, Draper UT*

- Enter invoices into the computer with no inaccuracies
- Pay invoices before the due date in order to stay current with all our accounts
- Create spreadsheets for various purposes, an example being a document that automatically creates contracts for new clients

November 2018 - April 2019

### **Sales Associate** - *Zumiez, Sandy UT*

- Communicate with customers to find out what they are looking for and be able to find alternatives if their desired product was not in stock
- Manage a till effectively and not go over or under where it should be
- Keep the store organized and tidy throughout the busy work days

April 2017 - January 2018

### **Sales Associate** - *Tilly's, Sandy UT*

- Communicate with customers to find out what they are looking for and be able to find alternatives if their desired product was not in stock

- Manage a till effectively and not go over or under where it should be
- Keep the store organized and tidy throughout the busy work days