

# JACOB BURTON

[www.linkedin.com/in/jacob-burton7](https://www.linkedin.com/in/jacob-burton7)

Manhattan, KS

✉ jaburton@ksu.edu

☎ 913-280-7121

## EDUCATION

### Bachelor of Science in Business Administration (Majoring in Marketing)

Kansas State University | Manhattan, KS

Expected: May 2025

- GPA: 3.56

## EXPERIENCE

### Sales Associate

Nespor's Wine and Spirits | Manhattan, KS

Dec 2023 - Present

- Acquiring extensive knowledge about products with an emphasis on recommendations
- Communicate with customers to determine their wants and needs
- Communicate effectively with coworkers of diverse backgrounds
- Handle thousands of dollars in cash at the cash register

### Sales Associate

Best Buy | Manhattan, KS

Mar 2023 - Dec 2023

- Learned an extensive catalog of products, their functions, and specifications
- Communicated with customers to determine their requirements and preferences
- Communicated with coworkers to efficiently manage the sales floor

### Restaurant Server

Pegah's Family Restaurant | Shawnee, KS

Mar 2019 - Aug 2022

- Served food with an emphasis on cordial interactions and attention to detail
- Communicated with many people of diverse backgrounds, including coworkers and customers
- Effectively managed multiple tasks at once while continuing to take care of all customers

## LEADERSHIP ACTIVITIES

### Saint Isidore's Catholic Church

May 2024 - Present

- Participate in many different types of volunteer work, such as at mother's centers
- Communicate with the other volunteers and people of the community

### Shalom House

Jan 2018 - Jan 2020

- Volunteer work to help feed homeless men of my community
- Prepared food and served it in a friendly manner

## HONORS AND AWARDS

University Scholar Award (ACT Score of 31+ with 3.85 GPA)

Aug 2021 - Present

Dean's List (Semester GPA of 3.75+)

Aug 2021 - Present

Best Buy Salesman of the Micro-Market (Based on Revenue and Memberships Sold)

June and July 2023