

BROOKS A. BURGOON

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EDUCATION

Kansas State University

Bachelor of Science in Business Administration

Manhattan, KS

Expected Graduation: May 2025

Major: Operations & Supply Chain Management ♦ **Certificate:** Professional Strategic Selling

PROFESSIONAL EXPERIENCE

Murphy-Hoffman Company

Operations Intern

Olathe, KS

Summer 2023-2024

- ♦ Gained experience in tracking, organizing, and maintaining inventory of parts and other supplies
- ♦ Worked with management software, spreadsheets, and other digital tools
- ♦ Identified sales strengths and weaknesses by analyzing sales reports
- ♦ Participated in reviewing current service processes and identifying areas for improvement
- ♦ Responded to customer inquiries via email and phone

Archer-Daniels-Midland

Grain Sampler

Salina, KS

Summer 2021-2022

- ♦ Assessed and interpreted test results by visually and manually reviewing samples to produce detailed records and reports
- ♦ Weighed trucks containing grain and removed grain from trailer to sample

College Works Painting

Painter

Salina, KS

Summer 2020

- ♦ Mixed and applied paints, varnishes, and sealants to promote lasting finish
- ♦ Performed series of surface preparation techniques to maximize paint durability

Salina Country Club

Golf Pro Shop and Snack Bar Employee

Salina, KS

Summer 2017-2019

- ♦ Organized store by returning merchandise to proper areas and restocked displays
- ♦ Prepared and set out members golf bags before they arrived
- ♦ Maintained high standards of customer service during high-volume work shifts and fast-paced operations
- ♦ Restocked condiments, food products, and beverages

LEADERSHIP & ACTIVITIES

Phi Delta Theta Fraternity- Social Chairman

Spring 2022-Present

- ♦ Coordinate and plan social events for the fraternity.
- ♦ Budget out money for each social event and coordinate it with our Treasurer

Big Brothers Big Sisters- Community Service

Fall 2021

- ♦ Raked the leaves at Big Brothers Big Sisters
- ♦ Assigned houses around the community to provide lawn care services

Lee Elementary- Field Day

Fall 2021

- ♦ Organized games outside for the elementary kids to play

K-State Student Union Banquet- Served and Provided Food

Fall 2021

- ♦ Prepared food the night before for the event
- ♦ Set tables and prepared them for the event
- ♦ Communicated with and served attendees of the banquet

HONORS & AWARDS

Limestone Scholarship

Fall 2021-Present

Wally Beets-John Marino Scholarship

Fall 2021-Spring 2022

Phi Delta Theta Leadership Scholarship-Academics

Fall 2022