

Devin Burke

(928) 219-3300 ♦ dnb47@nau.edu

Qualification Summary	<ul style="list-style-type: none">♦ Goal-oriented leader with outstanding abilities in communication, time-management, and service to others♦ Excellent communication skills♦ Detail-oriented, organized, and highly motivated to succeed and help others succeed♦ Understanding of the struggles of others and compassionate in assisting them in any way possible
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Education	Northern Arizona University ; Flagstaff Arizona BA in Speech and Language Sciences and Technology GPA: 3.94	Anticipated Graduation: May 2014
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Professional Experience	Wal-Mart Supercenter Sales Associate	3/2010 – present
	<ul style="list-style-type: none">♦ Assisted customers in locating, pricing, and purchasing merchandise♦ Maintained a clean, organized, and aesthetically-pleasing environment♦ Assisted coworkers and managers in dispatching one another via store phone operation and Public Address system♦ Aided managers in store presentation projects♦ Oversaw and delegated departmental task execution including merchandise displays and pricing	

Volunteer Experience	Member of the Northern Arizona University Kayettes Community Service Organization	3/2012 - present
	<ul style="list-style-type: none">♦ Commit to 20 hours of service per semester♦ Participate in Highway Cleanups♦ Prepare and serve dinners at the Flagstaff Family Food Center and senior centers twice a month♦ Mentor students at Sunnyside Neighborhood Association in high school and college preparation, self-confidence, resume preparation, and violence prevention campaign♦ Coordinate and participate in events for NAU Traditions Day including the Mr. Lumberjack Pageant and Homecoming Parade♦ Contributed to raising a total of \$6,750 during Relay For Life♦ Support members of the NAU campus and the Flagstaff community with the motto of “Spirit, Service, Smile”	
	Member of the National Society For Collegiate Scholars Honors Society	8/2011 - present
	<ul style="list-style-type: none">♦ Model campus involvement by attending meetings and contributing feedback♦ Participate in events such as Homecoming Parade♦ Volunteer for kitchen duties at the Flagstaff Family Food♦ Take part in fundraising at local restaurants	

Achievements	Dean’s list for current duration of college NAU Parent’s Association Scholarship recipient Hotel and Restaurant Management Casino Night volunteer certificate
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Skills	Able to give and receive feedback in group or individual work environments Highly organized in time-management, filing, studying, and other student and secretarial responsibilities Experienced in Microsoft Word, Excel, and PowerPoint
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