

# Jakob Shavinski

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## EDUCATION

**Pepperdine University, Malibu, CA** *Bachelor of Science in Business Administration*

**Moorpark College, Moorpark, CA** Fall 2017 - Fall 2019 *Associates Degree in Business Administration*

- **Honors:** Dean's List (Fall 2017-Fall 2019)

## PROFESSIONAL EXPERIENCE

**Chik-Fil-A, Northridge, CA** October 2019 - December 2019 *Front of House*

- Provided personable and memorable connections with over 100 guests daily
- Ensured cleanliness of storefront, dining room, and bathroom at all times
- Achieved highest store sales record while managing drive-thru team (\$4,700 in sales in one hour)

**Kirkelie Enterprises, Sylmar, CA** December 2017 - December 2019 *Clerical Worker*

- Organized and maintained over 50 tenant and 20 investor files
- Assisted with the management of 5 commercial properties
- Reconciled and balanced bank accounts for the 5 commercial properties

## EXTRACURRICULAR ACTIVITIES

### Delta Sigma Pi

- Held a position as V.P. of Professional Activities
- As a member aimed to make a difference on our campus and in our community
- Frequent involvement in community service and developing better business skills with fellow members

### Transfer Alliance

- Worked with a team of 20 transfer students to help transfer students adjust to campus life
- Guided a family of 3 people to look over and make sure they are adjusting properly during the semester
- Planned and organized different activities for transfer students to come together to feel welcomed

## SKILLS

**Computer:** HTML, CSS, JavaScript, R, Microsoft Office