

Kevin L. Burton, Jr.
14602 Larch Avenue, Apt. K
Lawndale, CA. 90260
(310) 686-3232 • (562) 208-4018

September 22, 2009

To Whom It May Concern:

Should you be conducting a search for someone with previous experience with visual merchandising, extensive sales experience, and a vast knowledge customer service, look no further!!

Hello! My name is Kevin L. Burton, Jr., and I am currently seeking a full-time position in the high-end retail market. I have worked for several top retail stores over that past five years, including The Tumi Store (Los Angeles), Banana Republic (Santa Monica) and The Gap (Torrance). I have garnered a wealth of knowledge in the retail industry with each of these experiences, however, at this time I am looking to expand my horizons and possibly attract a position with more responsibility.

I am available to work seven days per week, from 8:00am – 10:00pm. Attached please find a copy of my resume highlighting my educational background and an extensive six year employment history. I look forward to speaking to you soon to set up a convenient time for us to meet. I can be reached at the above number during the day or evening.

Thank you for your time and consideration.

Sincerely,

Kevin L. Burton, Jr.

KEVIN L. BURTON, JR.

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OBJECTIVE

Currently seeking an entry-level employment opportunity with a company or organization that generally offers room for advancement and growth.

PROFESSIONAL EXPERIENCE

THE TUMI STORE, Los Angeles, California

Sales Associate / Visual Merchandiser, 2006–2009

Prepare visuals and perform visual merchandising; acquire extensive knowledge of merchandise, complete daily transactions, sales per hour and inventory.

RAINBOW 5-7-9 STORE, Hawthorne, California

Sales Associate / Visual Merchandiser / Inventory Leader, 2005–2006

Shift/Inventory team leader. Prepared visuals and performed visual merchandising; acquired extensive knowledge of merchandise, complete daily transactions, sales per hour and inventory.

THE GAP CORPORATION (BANANA REPUBLIC, OLD NAVY, THE GAP), Santa Monica, California

Customer Service Sales Representative, 1999–2003

Provide excellent sales and customer services skills, assist customers with clothing questions and/or problems; stocked inventory each evening, and assist with POS transactions, when necessary.

EDUCATIONAL BACKGROUND

LOS ANGELES TRADE TECHNICAL COLLEGE, Los Angeles, CA
Anticipated Summer 2008 ~ Current GPA 3.0

Diploma ~ MORNINGSIDE HIGH SCHOOL, Inglewood, CA
June 2001 ~ GPA 3.0

VOLUNTEER EXPERIENCE

LOS ANGELES CITY COUNCILMAN RE-ELECTION CAMPAIGN (2000)
NO ON PROPOSAL 187 CAMPAIGN (2000)
LEADERSHIP COUNCIL FOR AMERICAN CANCER SOCIETY, LA (2000)

HOBBIES

Singing, directing (high school choir), artistic design (pictures, fashion clothing), and running track.

REFERENCES AND FURTHER DATA UPON REQUEST