**April Burton**

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# Professional Summary

Detail-oriented hospitality professional with 30 years of experience, now transitioning into cybersecurity. Skilled in Python programming and SQL queries, with a Google Cybersecurity Certificate completed. Strong background in leadership, team training, and operations management. Proficient in multitasking, problem-solving, and maintaining confidentiality. Adaptable, motivated, and eager to contribute technical expertise in information security.

# Work Experience

**RC Hotels (Countryside Inn), Richmond, KY**Housekeeping, Front Desk Clerk, Laundry, Night Auditor | Aug 2023 – Oct 2024  
- Managed front desk operations, nightly deposits, and daily reports.  
- Oversaw staff training and upheld guest confidentiality.  
- Maintained professional standards, guest satisfaction, and hotel integrity.

**Comfort Inn & Suites, Richmond, KY**Desk Clerk / Night Auditor | Feb 2019 – Apr 2022  
- Head of housekeeping; trained new hires in front desk and housekeeping.  
- Handled inventory management, reporting, deposits, and guest services.  
- Ensured professional guest relations, privacy, and issue resolution.

# Education

**Somerset Community College — General Studies**Aug 2012 – Mar 2013

# Certifications

• Google Cybersecurity Certificate (Completed)

• CompTIA Security+ (in progress)

• SQL for Data Analysis Certificate

• Python Programming Certificate

# Skills

• Python Programming

• SQL Queries

• Cybersecurity Fundamentals & Incident Response

• Computer Proficiency

• Time Management & Multitasking

• Inventory Management

• Front Desk & Hospitality Management

• Confidentiality & Data Protection

• Communication & Interpersonal Skills

# Languages

• Irish Gaelic — Expert

• Italian — Beginner

• Dutch — Beginner

• Greek — Beginner

• French — Beginner

• Sign Language — Beginner