

KYLE BISHOP MELVIN

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Objective

To obtain an internship with hands on learning.

Education

Mansfield University of Pennsylvania, Mansfield PA (Anticipated) May 2017
BS.IS BS. Computer and Information Science: Information Systems

Work Experience

Food service employee, Panera Bread January 2013 thru June 2103
Delran, New Jersey 08075

- Improved customer service skills.
- Prepared food in a timely fashion.
- Learned all skills necessary to operate machinery.

Student caller, Mansfield University Foundation October 2014 thru December 2014
Mansfield, Pennsylvania 16933

- Customer service on a daily basis.
- Learned skills necessary to preform daily calling duties.
- Learned how to operate software to manage possible donations.

Lifeguard, Recreational Management Services May 2014 thru August 2014
Atco, New Jersey 08004

- Performed lifesaving duties on individuals.
- Performed daily maintenance on pools as well as pool area.
- Daily interactions with patrons.

Supervisor, Recreation Management Services May 2015 thru August 2015
Atco, New Jersey 08004

- Supervised 14 pools with 40 lifeguards.
- Collaborated with upper management, in and out of the company, on a daily basis.
- Performed life saving techniques on individuals.

Volunteer

Volunteer Firefighter, Delran Fire Department, Station 232
Delran, New Jersey 08075

August 2012 thru August 2014

- Perform emergency operations under high-stress situations.
- Captain of Delran station 232 Junior Competition squad (2nd place).

Skills

- CPR/AED and First Aid certified.
- Oral communications as well as written communications.
- Proficiency with Microsoft Office (Word, Excel, Outlook, Access, PowerPoint) HTML, Python, Java.
- In Progress: Linux, Vi, Agile, Scrum, Software Version Control, Git, GitHub, Reactive Web Design, Bootstrap Web Framework, HTML, CSS, and Java.

Activities

- Brother of Alpha Kappa Lambda National Fraternity.
 - Recruitment Chairmen.
 - Executive board member.
 - New member Educator.
 - Individually contributed 215 community service hours.
- Computer Science Club.
 - Active member since August 2015.
- The Spirit and Pride of Pennsylvania Marching Band.
 - 2 year member.
- Mansfield University Intramural Referee.
 - Referee different sports including Hockey, Soccer, and Volleyball.

References

- Available upon request.