KYLE BISHOP MELVIN

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(856) 404-7246 ● melvinkb21@mounties.mansfield.edu

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 August 2012 thru August 2014

Delran, New Jersey 08075

* 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.