

KYLE M. MERVILLE

Charlotte, NC

(704) 491 0031
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Experience with GIS software in a government planning office delivering quality-oriented results. An effective communicator combined with great leadership ability as well as an outstanding team player with good facilitator/listener and management skills.

EDUCATION

University of North Carolina at Charlotte

Charlotte, NC

B.S. Geography, Urban Studies Minor. 3.72 GPA

- J.W. Clay Scholarship Recipient for early career excellence in Geography
- Geography Honor Society Member

Courses taken emphasize planning, land use, and Geographic Information Systems (GIS)

PROFESSIONAL EXPERIENCE

Memory Lane Portraits, Hilton Head Island, SC

May 2010 – September 2010

Office Director

- Directed sales for tourist-oriented portrait studio
- Designated as the primary point of contact for studio clients and staff; effectively managed and facilitated day-to-day operations within the studio
- Responsible for producing and submitting sales and financial reports to ensure accounting accuracy

York County Planning & Development, York County, SC

February 2009 – May 2009

Planning Intern

- Surveyed and analyzed York County public facilities to prepare a master plan for the need and placement of new government offices
- Surveyed and analyzed County department’s storage needs to develop plans for a new County Records Storage Facility
- Performed ground work to complete a survey of county sidewalk facilities for a transportation master plan

Town of Matthews, Matthews, NC

March 2009 – May 2009

- Performed downtown survey of vacant and underused properties to aid the town in completing a new comprehensive plan and a unified development code
- Compiled data from Small Town Planning class into database to present to the Town Planning Department and City Council

YMCA of Greater Charlotte, Charlotte, NC

May 2005 – January 2010

Day Camp Co-Director, After School Counselor, & Rental Coordinator

- Hired and trained 120 staff on working with children and facilitated staff development and growth through in-service trainings; resulted in a 400% enrollment jump over four years
- Analyzed participant surveys to develop and launch new programs designed to enhance parent involvement within camps across the Charlotte YMCA Association
- Designed weekly newsletters to inform parents on events occurring within our program
- Led corporate and school groups ranging in size from 15 to 600 participants through various challenges with a goal towards building teamwork

COMPUTER SKILLS

ArcGIS 9.x

Internet & E-mail

Microsoft Word & Excel

Microsoft Power Point

Windows Vista and Mac OS X

Movie Maker

Adobe Photoshop

Keynote

References available upon request