

# Kyle M. Merville

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## Objective

To further my career goals in planning and sustainability with a job that utilizes my achievements in coordination, management, teamwork, and communication.

## Experience

### York County Planning & Development Planning Intern

Rock Hill, SC  
February 2009-May 2009

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

### Town of Matthews

Matthews, NC

Work completed through Small Town Planning Class at UNCC February 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

## Work Experience

### Siskey Family YMCA Rental Facilitator

Charlotte, NC  
September 2007-Current

- Planned and managed low and high ropes team building exercises
- Led corporate and school groups ranging in size from 15 to 600 participants with a goal towards building group consensus

### After School & Teen Camp Counselor

May 2009-Current

- Responsible for planning and implementing teen programs for day camp and after school programs, including field trips and service projects
- Responsible for supervising participants on low and high rope elements and encouraging team work among participants

### Morrison Family YMCA @ Ballantyne

Charlotte, NC

- Designed and applied activities that built character and encouraged teamwork for children ages 4-15
- Trained counselors on working with children, and facilitated staff development and growth during the summer through weekly in-service trainings and evaluations
- Analyzed participant surveys and member complaints to strengthen and reorganize programs
- Crucial member of staff; assisted in attracting a 400% enrolment jump over four years

### Day Camp Co-Director & Counselor

May 2005-August 2008

- Responsible for hiring, training, and leading 120 staff
- Launched new programs designed to better enhance the experience of campers across the Charlotte YMCAA association
- Developed and executed various programs to improve the quality of the programs offered to participants
- Evaluated staff to assist them in achieving their goals while working at the YMCA
- Responsible for the safety of 320 participants and effective communication to their parents
- Designed and created weekly newsletters to distribute to parents to keep them informed of events occurring within the program

### Middle School Afterschool Counselor

August 2008-May 2009

- Responsible for developing and implementing new programs for middle school aged children from multiple schools including photography, sports, and service projects
- Supervised the organization of middle school themed events for over 300 teens
- Oversaw the collection of concessions, dodgeball tournaments, DJs, and organization of monthly volunteers

## Community Activism

### Queen City Pulse

January 2005 - Current

Owner & Contributor

- Responsible for maintaining and managing webcontent for online community blog
- Responsible for capturing and editing digital and print photography for online portfolio
- Process online orders of photos and other virtual media
- Provide custom photography shoots for clients

## Education

### University of North Carolina at Charlotte

2009 Graduate

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

- Chancellor's List & Dean's List all semesters
- J.W. Clay Scholarship Recipient for early career excellence in Geography
- Geography Honor Society Member
- Geography Club Member

Courses taken emphasized planning, land use, sustainability, & Geographic Information Systems (GIS)

## Computer Skills

### GIS Software

Arc GIS 9.x  
Auto CAD

### Mac Software

Aperture  
Keynote  
Numbers  
Bento  
Pages  
Movie Maker

### Adobe Software

Photoshop  
Illustrator  
Dreamweaver  
Flash  
Acrobat

### Microsoft Software

Word  
Office  
Excell  
Powerpoint  
Outlook

## References

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