

**Kyle Burton**  
**4004 Cabinet Street**  
**Pittsburgh, PA 15224**  
**412-330-9253**

### **Career Objective**

- To improve upon my skills as an entry level machinist, support myself financially and obtain an apprenticeship.

### **Education/Training**

- 2004: Central Catholic High School (transferred after freshman year), Pittsburgh, PA
  - Played football freshman year 2<sup>nd</sup> string defensive tackle.
- 2005-2008: Career Connections Charter High School, Pittsburgh, PA
  - Awarded Best in subject Sociology
  - Awarded Best in subject computers
  - Awarded Recognized classroom leader
  - High Honors last 3 years
  - Completed 7 Month internship at Carnegie Library of Pittsburgh as a graduation requirement
  - PSSA's: Advanced in Math and Reading; Proficient in writing.
  - Awarded overall consistent performance.

### **Employment**

- 2007-Present *Bloomfield Shur Save* Cashier/Customer Service
  - Worked as a cashier for a year then was promoted to customer service.
  - Stock Shelves
  - Balance the stores cash at end of night and lock away in safe.
  - Supervise cashiers, write up cashiers as needed for disobeying company policy
  - Loss prevention

### **Home and Community Work**

- Interned at Carnegie Library of Pittsburgh (CLP)
  - Data entry
  - Created a power point presentation for incoming volunteers orientation.
  - Assisted in the recruitment and screening of new volunteer applicants.
  - Transferred the hours and additional information of volunteers from different branches from paper to the CLP database

### **Skills and Training**

- 2009: New Century Careers
  - Completed 10 projects as of May 2009
  - Proficient in threading.
  - Proficient in grinding tools.
  - Basic skills in internal thread.
  - Basic ability to spot drill, and tap a hole.
  - Proficient in performing layout work.
  - Basic knowledge of reading blueprints.
  - Basic knowledge of working a vertical mill, lathe and grinding wheel.
  - Proficient at knurling.

### **Honors, Awards, Professional Societies, etc**

- 2006 and 2008 National Honor Roll
- Presidential Academic Award

