Kameron Keller

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kameronkeller.github.io/KellerPortfolio/

OBJECTIVE

To create outstanding and reliable software that exceeds the expectations of clients and employers.

WORK EXPERIENCE

Executive Assistant @ *Paulson's Floor Coverings*
November 2019 - Present // Bend, OR
- Write and track flooring orders for hundreds of homes per year to maintain production schedules
- Monitor supply chain and adjust shipping to ensure on time deliveries
- Communicate known delays to maintain customer relations

Assistant Manager @ *Shining Enterprises, Inc*
July 2019 - November 2019 // Redmond, OR
- Produced estimates and received payments from carpet cleaning customers
- Cleaned carpets for commercial buildings and residential homes
- Provided window cleaning, vacuuming, floor care, trash removal and restroom cleaning for business offices

Assistant Operations Manager @ *RDD Enterprises*
August 2018 - July 2019 // Redmond, OR
- Coordinated production schedules for seven departments
- Introduced and established disciplinary model into company
- Initiated and managed system for documenting work instructions
- Setup processes, workflows, and work areas for aircraft production following lean manufacturing principles

Graphics Designer @ *MC Smith Signs*
March 2018 - August 2018 // Bend, OR
- Designed custom signs in Adobe Illustrator and Photoshop to meet requests of customers
- Developed templates for repeat customers to reduce turnaround time
- Analyzed work order processing and implemented improvements

Helicopter Pilot @ *Sundance Helicopters*
April 2017 - February 2018 // Las Vegas, NV
- Conducted helicopter tours as pilot in command in Las Vegas and the Grand Canyon
- Delivered exemplary customer service to ensure customer satisfaction

Helicopter Pilot & Flight Instructor @ *Leading Edge Aviation*
April 2014 - April 2017 // Bend, OR
- Trained 1-on-1 with students in the classroom and flight to meet FAA standards
- Managed a team of flight instructors: progress updates, record audits, and employee flight training
- Wrote lesson plans to standardize teaching methods

EDUCATION

B.S. in Computer Science
Oregon State University - Cascades
GPA 4.0
Expected June 2024 // Bend, OR

A.A.S. in Aviation
Central Oregon Community College
GPA: 3.85
June 2013 // Bend, OR

SKILLS

Programming Languages
Java, JavaScript, HTML, CSS

Tools
Adobe Illustrator, Adobe Photoshop, MacOS, Linux, Jekyll, Processing

Interpersonal
Strong work ethics, team player, effective communication, creative problem solving

CERTIFICATIONS

Commercial Helicopter Pilot
Certified Flight Instructor

VOLUNTEERING

Antioch Church
Children's Ministry Volunteer
2015 - 2017