

# Kameron Keller

Redmond, OR

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## 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

- └ 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 the request of customers
- └ Developed templates for repeat customers to reduce turnaround time
- └ Assisted with work order flow and processing

### **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 @ 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*

June 2024 // Bend, OR

### **A.A.S. in Aviation**

*Central Oregon Community College*

GPA: 3.85

June 2013 // Bend, OR

## SKILLS

### **Programming Languages**

JavaScript, HTML, CSS

### **Tools**

Adobe Illustrator, Adobe Photoshop, MacOS, Linux OS's, Jekyll

## CERTIFICATIONS

Commercial Helicopter Pilot  
Certified Flight Instructor