

Ashley Keller

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www.AshleyAnnKeller.com

SUMMARY OF QUALIFICATIONS

- Adept at managing all phases of project life cycle, from needs assessment through implementation
- Technically savvy
- Intelligent, articulate, reliable, and driven to succeed
- Results-oriented, high-energy, hands-on professional, with a successful record in direct marketing

EDUCATION

Master of Education

February, 2008

Concentrations: Instructional Technology and Curriculum and Instruction

American InterContinental University, Hoffman Estates, IL

- 4.0 GPA

Bachelor of Science in Applied Physics

May, 2005

Minors: Astronomy, Astrophysics and Electronic Studio Arts

Rensselaer Polytechnic Institute, Troy, NY

SOFTWARE AND COMPUTER SKILLS

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| • Microsoft Office, Access, Excel, Front Page, Outlook, Outlook Express, PowerPoint and Word | • FTP Clients |
| • Adobe Acrobat, ImageReady, Illustrator, PageMaker, Photoshop and Premiere | • Mozilla Firefox, Internet Explorer |
| | • Quickbooks |
| | • Skype |
| | • HTML and CSS |
| | • Salesforce |
| | • Maple |

PROFESSIONAL EXPERIENCE

Project Manager, Production Manager and Network Administrator

January 2007-Present

Dunthorpe Marketing Group, Inc., Portland, OR

- Managed and coordinated over 100 events in the last year
- Designed and developed HTML emails, websites, flyers, newsletters, letterhead, and books
- Supervised, scheduled and coordinated production for all direct mail and production services for the entire organization
- Implemented quality improvement program including spot assessments, quality control and quality assurance procedures
- Perform routine administrative tasks and provide network administration with PC set-ups, troubleshooting, software installation, and network connectivity

Student Teaching Internship

January 2006-May 2006

Noble High School, North Berwick, Maine

Newburyport High School, Newburyport, Massachusetts

- Taught and assisted in the teaching of high school senior physics and mathematics students in a heterogeneous learning environment
- Constructed a healthy learning environment encouraging student to interact and to challenge the fundamental scientific ideas
- Provided multiple approaches to single questions or issues in a heterogeneous classroom setting, i.e. hands on, mathematical, theoretical, visual, every day relation approaches
- Assisted in evening observational astronomy sessions

Medical Director, Summer Camp

June 2006-August 2006

Town of North Greenbush, North Greenbush, NY

June 2004-August 2004

- Shared in Director responsibilities over all employees, discipline of staff and elementary to high school age campers
- Maintained the safety and DOH standards of the camp
- Administered all medical treatment and medications to nearly four-hundred registered campers daily
- Taught astronomy classes to kindergarten and first grade students

Vice President, Emergency Medical Technician and Crew Chief

North Greenbush Ambulance, Wynantskill, NY

October 2002-May 2005

RPI Ambulance, Troy, NY

October 2002-May 2005

- Managed and maintained all the facilities of the agency
- Revamped and maintained all members personal and medical records and all call information
- Provided NYSDOH approved medical treatment to the ill and injured

Secretary, Searcher and Rope Rescue Team

October 1999-August 2005

Northwest Oregon Search and Rescue, Portland, OR

- Maintained all rosters and records for the organization
- Regularly taught and executed professional grade skills in urban and wilderness search and rescue, natural disaster assistance, crime scene investigation, search typing and planning, medical treatment, body recovery, tracking, map and compass, GPS, rope rescue techniques etc.

Chief Executive Officer

August 1997-May 2001

Tech Cadre, Milwaukie, OR

- Managed, maintained and efficiently coordinated a computer company with over 30 student employees
- Assured the quality, timeliness and overall product and relationship between employees and their clients
- Created webpages, designed graphics, PowerPoint presentations, videos, brochures and posters
- Coordinated Living History Day, a Veterans' Day event with over 10,000 Veterans and community members in attendance