

RICHARD KEYSER

3217 NW Guam Street | Portland, Oregon 97210

971-377-8164

r.gkeyser@gmail.com

EXPERIENCE

Paramount/101 Studios - 1923 Series Season 1 **Butte, MT**
Production Assistant - Health & Safety Compliance **2022-2023**

- Collaborate with department leaders and implement COVID-19 compliance protocols for 500+ cast and crew members.
- Order and maintain testing equipment and supplies at basecamp and remote set locations.

The Home Depot **Portland, OR**
Department Supervisor, Management Trainee Program **2020 – 2021**

- Oversee department staffing and team's daily responsibilities
- Train and mentor team members
- Coordinate with vendors on new product positioning and displays
- Analyze weekly and quarterly department performance metrics

Timeline Products LLC **Portland, OR**
Director of Operations **2015 – 2019**

- Oversee sales and manufacturing projects to meet quarterly and annual goals
- Develop and maintain relationships with major retailers and other clients, using effective communication and sales techniques
- Improve manufacturing procedures to reduce costs
- Analyze and target new market and industry trends
- Responsible for monthly invoicing and bookkeeping

EDUCATION

Pepperdine University Malibu, CA *Bachelor of Science, International Business and Finance* 2014

Accelerate MT Media Training Center Butte, MT *Certificate of Completion in the Production Assistant Program* 2022

PERSONAL INTERESTS

Rebuilding vintage cars | Home improvement projects | Fishing | Snow skiing