

Kelly C Keys

213 Clay Avenue, Apartment 9, Lexington, KY 40502
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<https://www.linkedin.com/in/kellyckeys>

Summary

Trained in traditional, non-profit, and architectural office settings. Technically proficient in several computer platforms and software programs. Efficient and personable employee.

Technical Skills

MS Office Suite: Word, Excel, Powerpoint, Outlook

Adobe: Acrobat Pro X, Photoshop, InDesign

Mac: Mac OS X, iPhone

Windows PC: Windows 10, Windows 8, Windows XP

Architecture Specific: Arcom Masterspec, AIA Contract Documents, A360, Lynn eComm, AutoCad

Other: QuarkXPress

Experience

Administrative Assistant, Omni Architects, Lexington, KY

July 2015 - August 2016

Provided HR and business management support. Prepared contracts for architects. Prepared documents for code review. Compiled specification books for code review. Compiled documents for bidding. PDF creation and conversion. Dealt with sensitive and confidential issues. Prepared invoices, reports, memos, letters, and financial statements. Arranged conference calls. Attended meetings to record meeting minutes. Maintained records management for database systems. Prepared papers for consideration and presentation by executives. Routed calls. Prepared documents using Microsoft Word and Excel.

Administrative Assistant, Keys Auto Body, Lexington, KY

March 2005 - July 2015

Served as intermediary between staff and management. Identified staffing needs. Spoke with customers by phone and in person. Maintained effective working relationships with customers, sales personnel, and internal departments. Performed office duties such as data entry, word processing, filing, and copying. Identified areas for improvement.

Deconstruction Laborer and Donation Coordinator, Habitat for Humanity, Lexington, KY

January 2008 - January 2009

Notified employees of items loaded and completed shipments. Performed labor duties. Ensured department compliance of all regulatory procedures. Performed inventory control. Ensured a clean and safe working environment. Demonstrated excellent customer service skills. Called potential customers. Responded to customer concerns. Requested charitable donations. Answered customer questions. Inputted orders into computer.

Design Consultant, Lucas Schwering Architects, Lexington, KY

March 2004 – December 2005

Met with clients. Estimated requirements and costs. Presented designs to clients for approval. Created design renderings. Used computer-aided drafting software. Produced construction documents. Coordinated interior

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designs of residential settings. Determined budgets, architectural preferences, purpose, and function. Considered space utilization, layout, clients' lifestyle, and environmental limitations. Coordinated with contractors, architects, and engineers.

Intern, Dellinger Architects, Cincinnati, OH
August 2001 - September 2002

Created preliminary drawings from architect specifications. Researched codes and industry standards. Ensured drawings comply with industry codes and standards. Performed calculations. Prepared presentations. Met project needs in a timely and cost effective manner. Used architectural tools such as scanners and large format printers. Used office suite software such as Word and PowerPoint. Used CAD systems.

Intern, Dan Fultz, Architect, Anchorage, KY
July 2000 - August 2001

Oversaw design and development of architectural projects. Outlined design concepts. Made recommendations to architects. Designed and reviewed schematic drawings. Visited sites regularly. Maintained knowledge of state procedures and building codes such as IBC. Initiated and monitored consultant relationships. Prepared presentations. Advised clients during design and building processes. Mentored new managers and junior staff.

Languages

English- Proficient
Spanish- Reading only

Education

UNIVERSITY OF KENTUCKY
Bachelor of Architecture (BArch)
Architecture Focus