

Kellon Keymer

419 W. Symmes
Norman, OK 73071

(405)-823-3278
kellonk@gmail.com

Education

B.A. (Psychology), December 2005
University of Oklahoma Norman, OK

In process of a MHR – Completion date – Spring 2007
University of Oklahoma Norman, OK GPA 3.84/4.0

Experience

AFC Enterprises (Popeyes Chicken) Atlanta, GA
July 2006 to Present

Intern

Worked in Human Resource Department

- Updated and wrote organization's role descriptions
- Assisted in collection of performance development reports
- Assisted in benefits audit
- Facilitated collection of data for annual VETERAN 100 reports
- Facilitated conference call with Area Managers and General Managers for VETERAN 100 reports
- Assisted in research for payroll transfer from paper checks to debit cards

Youth Habilitation Center Norman, OK
May 2004 to September 2005

Direct Care Staff I

Involved in all aspects of the daily care and treatment goals of juvenile delinquents

- Achieved treatment goals of residents
- Upheld high standards for health of the residents
- Insured residents' needs were met daily
- Lead educational groups
- First Aid and CPR certified
- Trained in Crisis Prevention and Intervention

Sonic Drive-In Norman, OK
May 2003 to May 2004

Shift Leader

Worked extensively with communication between the employees and managers

- Supervised 5 to 10 employees
- Customer Satisfaction
- Food/Drink Quality
- Prompt and Quick Service

Country Stop Produce Spicer, MN

May 2001 to August 2001 and May 2002 to August 2002

Sales Representative

Creatively presented produce visually and verbally to maximize daily and weekly sales

- Sales
- Quality of Produce
- Customer Relations

Activities

Independent Research, Dr. Robert Terry and Professor Peter Pierce University of Oklahoma Spring 2005

- Selected by professors to study Social Capital in the University of Oklahoma student body

Research Assistant for Dr. Eric Day University of Oklahoma Spring 2004

Studied teamwork verses solitary work in learning a complex game

- Administered assessment tool to participants
- Provided data input for the research project

Skills/Accomplishments

Achieved a GPA of 3.5 in Fall 2004 and a GPA of 3.7 in Spring 2005 while working at Youth Habilitation Center 24 to 40 hours per week.

Developed patience and strength in stressful situations

Skilled in handling crisis situations within a work environment

Able to lead treatment groups (e.g. Life Skills, Alcohol and Drug, and Multicultural)

Ability to balance a stressful work environment and educational studies while achieving exemplary results in both areas