



Ashley Keller

Operations Manager

Education

Northern Illinois University 2012, BA English/2013, BA Sociology

Professional Experience

- KDI Design April 2015 to Present; Operations Manager
- KDI Design September 2014 to April 2015; Office Manager
- Chicago Wealth Management January 2013 to July 2014; Office Manager
- State Farm Insurance February 2012 to January 2013; Office Manager
- State Farm Insurance October 2011 to February 2012; Assistant Office Manager

Professional Capabilities

- Facilities Management
- Maintain Social Media Platform
- Internet Technology, Manage All KDI Technology Projects
- Maintain Operations Manual
- Coordinate Printing of Business Cards, Name Tags, Etc.
- HR, Onboarding New Employees
- Perform Goal and Exit Employee Reviews
- Maintain WBE, CMS and Chamber Certifications
- Help Coordinate Annual Fundraiser

KDI

COMMERCIAL INTERIORS AND FURNISHINGS

427 NORTH KIRK ROAD, SUITE #101 | GENEVA, IL 60134 | 630.208.8822 | KDIDESIGN.COM