

JUSTUS M. KEATON

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EDUCATION

University of Southern California / Roski School of Art and Design / Los Angeles
Expected Graduation in Fall 2021 / Current GPA: 3.4
B. A. in Art with an emphasis in Graphic Design / Minor in Cinematic Arts

Google Project Management Certification (In Progress)

EXPERIENCE

SACRED EVENTS, Founder/ Atlanta, GA & Los Angeles, CA / January 2019- Present
Client and vendor outreach. Prepare proposals, mood boards, contracts. Plan, Design, Set Up and Breakdown events. Manage vendor and venue contracts and negotiations. Prepare budgets and payment plans. Design and Construct event props to rent

BOMA GLA/ Los Angeles / March 2021 – July 2021
Facilitate virtual educational, networking meetings and events. Collaborated with mixologist, rental, and catering companies to achieve a seamless virtual event experience.

DREAMS IN DETAIL / Los Angeles / January 2019 – May 2020
Organize events for a range of clients, from international agencies to high-profile individuals. Research potential new business leads and develop marketing strategies for recruitment. Coordinate event set-up, logistics, and break down.

USC CREDIT UNION / Los Angeles / February 2017 – May 2020
Manage wire transfers, account billing, and disputes. Collaborate on institutional transition to paperless system. Develop price analysis for potential vendors who handle fraud screening.

RPMG / Atlanta / July – August 2016
Examined and updated employee data. Completed shipping and inventory tasks. Created brochure for company's Annual Charity event.

SKILLS

Soft Skills: Hardworking, Customer Service, Detail Oriented, Team Player, Creative, Writing, Communication, Conversational in Mandarin, Design, Punctual, Innovative

Hard Skills: Adobe Suite, Microsoft Office, Woodworking, UI/UX, Graphic Design, Marketing, Growthzone, Asana, All Seated, Youtube

REFERENCES

Latrice Lawson | BOMA GLA Director of Education & Events | 213.629. 2662
Rich Madley | USC Credit Union Operations Support Manager | 213. 821. 7101
Nicole Harris | Dreams in Detail CEO & Creative Director | 858. 414. 5751