

Kristopher C. Keyton

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Offering

A professional possessing excellent leadership skills, dynamic interpersonal communication skills and strong mentoring ability. Equipped to support the mission of many professional environments.

Skills & Abilities

Self-motivated

Energetic personality

Dedicated & Trustworthy

Computer proficient

Education

Eastern Michigan University: M.S., Sport Management (2011)

Western Michigan University: M.A., Public Administration / Human Resources (2006)

Michigan State University: B.A., Interdisciplinary Studies / Community Relations (2001)

Experience

Michigan State University – Program Advisor

Center for Service-Learning & Civic Engagement

2013- present

- *Supports programs for students which include: Communication, Community Administration, Legislative & Government, Recreation Leadership and Youth Mentoring.
- *Working closely with partnering agencies in the community.
- *Assisting with special projects, managing and developing the Social Media platforms for CSLCE.
- *Conduct class orientation and presentations. Plan and organize university wide Days of Service.
- *Implement and maintain services, programs and events within each of MSU's 5 Neighborhood Engagement Centers.

Quicken Loans - Business Development / Relationship Manager

2013

- *Responsible for creating and maintaining a business relationship with current and potential partners.
- *Generating and compiling reports and metrics for partnerships.
- *Working closely with partners and internal teams to align processes to meet a launch date.
- *Creating presentations and training materials for partners.
- *Providing leadership updates on partnerships, both current and new partners.
- *Broad knowledge to be able to understand and communicate all areas of our business to partners.

South Lyon East High School - Hall Monitor / Support Staff / Athletic Assistant

2012 - 2013

- * Provide support to the students as well as the administrators of the building.
- * Keep hallways and locker room areas safe and orderly.
- * Act as a leader and a liaison between South Lyon East High School and the community.
- * Assist the Director of Athletics with sporting events and logistics.

Lansing School District

Everett High School

Varsity Girls Basketball Coach/Assistant Varsity Track & Field Coach

2008 - 2012

- * Provide basketball instruction to varsity level basketball players.
- * Serve as a mentor and role model to student athletes.
- * Serve as a liaison to the school, school district, college coaches and the community.

Lansing School District – Substitute Teacher**2008 - 2012**

- *Instructed multicultural students and special education students in core curriculum classes.
- *Implemented daily lesson plans.
- *Served as a mentor to the entire student population.
- *Operated as part of a multidisciplinary team.

Grand Rapids Public Schools - Human Resources Technician**2008**

- *Provided staffing support to three union groups within the school district.
- *Recruited and interviewed potential employees for the school district.
- *Worked as a team member with administrative staff.
- *Attended and contributed to high level meetings on a daily basis.
- *Worked with human resource computer software and was involved with community events.

City of East Lansing - Management Intern**2007**

- *Functioned as a liaison between the City of East Lansing and the local community.
- *Worked in various departments within the city including work in human resources.
- *Set up projects for various departments and completed them as necessary.
- *Attended high-level meetings with department managers.

East Lansing Public Schools - Paraprofessional**2004 – 2008**

- *Provided one on one instruction with multicultural special needs students.
- *Served as a mentor for all students.
- *Organized and planned activities for my students as well as others.
- *Worked as a team member with administrative staff and support staff throughout the building.

Eastern Michigan University - Athletic Department Intern**2003**

- *Functioned as a liaison between university and outside community sponsors/donors.
- *Created working database for community donors and sponsors.
- *Organized, planned and promoted athletic events to university students.
- *Assisted and set up arrangements for numerous sporting events on campus.
- *Set up graduation plans for student athletes.
- *Mentored student athletes on classes needed for graduation.
- *Worked on a database to organize credits needed for the student athletes.
- *Worked study hall for student athletes.
- *Worked with athletic compliance on projects and research.

Eastern Michigan University Men's Basketball**Part-Time Director of Basketball Operations / Administrative Assistant****2003**

- *Worked and traveled with the men's basketball team.
- *Attended all practices, worked on film exchange, practice setup and organized team managers.
- *Attended all meetings with coaches.
- *Set up team travel and meals for the Men's basketball team.

Lansing School District - High School Special Education Teacher**2001 - 2004**

- *Instructed multicultural special education students in core curriculum classes.
- *Designed and implemented daily lesson plans.
- *Worked with children to develop problem-solving skills.
- *Operated as part of a multidisciplinary team.

High School Basketball Head Coach and Assistant Coach - AAU Girls Coach**1996 – present****Lansing School District - Michigan Roadrunners – Michigan Heat**

- *Provided basketball instruction to varsity and sub-varsity level basketball players.
- *Served as a mentor and role model to student athletes.
- *Served as a liaison to the school, school district, college coaches and the community.