

RICARDO KEEN

5847 Pinetree Lane. • Rex, GA 30273

rkeen11@gmail.com • 770-506-8027 • cell 404-748-8803

Project Management • Business Development • Customer Service

A proven track record of completing difficult projects on schedule and on tight deadlines. Ability to remain flexible and achieve results. Excellent interpersonal skills, a professional attitude, and firm personality to manage projects independently or as a team member. Knowledgeable at information technology hardware and software installation, to include: customized computer systems design, VOIP, LAN, Wi-Fi, Data Back-up and Restore, Web Design, Troubleshooting, AS/400, Windows 7, and Apple Snow Leopard. Proficient with MS Office: Excel, PowerPoint, Word, and Access software.

CORE COMPETENCIES

- | | | |
|------------------------|--------------------------------|--------------------------|
| ▪ Business Development | ▪ Project & Product Management | ▪ Strategic Planning |
| ▪ Budgeting & Finance | ▪ Proposal Development | ▪ Customer Service |
| | | ▪ Information Technology |

CAREER HIGHLIGHTS

- **Management- Own & Operate Service Business**
- **Leadership- Founder & VP of Atlanta Chapter of PAMA**
- **Leadership- Founder Atlanta PAMA Mentoring Program**

PROFESSIONAL EXPERIENCE

Keen Cleaning Solutions Inc., Atlanta, GA

2007 - Present

Owner

- Communicate effectively with a wide range of people at various levels and from diverse backgrounds.
- Develop company goals and objectives and estimate projects
- Create budgets and track financials.
- Supervise several workers.
- Handle all logistics related to projects to ensure timely completion.
- Complete projects to customer's satisfaction.
- Abide by state and local industry related regulations.

EDUCATION

ATLANTA TECHNICAL COLLEGE – ATLANTA, GA

(March 2011)

Department of Aviation, 2008 – present

- Aircraft Applied Sciences
- Aviation Mathematics
- Microcomputers
- Aircraft Electric and Electron

Dental Assisting Diploma & Certificate, 2001

- National Dental Board Certification
- Oral and Maxiofacial Surgery Certification and X-Ray Certification
- Perfect Attendance

Continued...

HONORS / ACTIVITIES

- Atlanta Professional Aviation Maintenance Association (PAMA),
- AIAA, Member
- Rolls Royce, Maintenance Manual Donation Recipient
- Atlanta Technical College, Dean's List
- Phi Beta Lambda, Member
- FAA Safety Team, Member