

STEVE KELLER - Portland, OR

styve61@gmail.com / (503) 757-0227

WEBSITE DESIGN:

Marketing By Web-Design – MarketingByWeb-Design.site

Marketing Consultant and Web-Designer – Portland, OR 2012 - present

Objective: I am interested in working with small businesses (inc. law firms) and individuals looking to market products, services, or Progressive causes online, to develop websites (and web-presence) effectively aligned with their marketing objectives.

Clients/Projects (current and former): Soilpower.com, PDXCollegeNavigation.com, 79Exies.com, AngryFilmmaker.com, JonathanAlter.com, Astroclosets.com, JenniferBuys.com, InnerLightCounseling.net, NWOliveClinic.com, SynergySofttech.com, SteveKleier.com, ToastPDXMusic.com, PortlandGarageBuilders.com, TeamSportShop.com, PottyPail.com, ROADRUNNERBBQPDX.COM, FightPortlandDemoDevelopment.wordpress.com, SereneCaprine.com

LEGAL EXPERIENCE: SKellerLegalServices.wordpress.com

Litigation Support/Paralegal (project work) - Portland, San Francisco 2000 - 2014

- Discovery document management, Index preparation for multi-thousand page document collections
- Discovery analysis, organization, deposition and motion-preparation research
- Review electronic data and documents for relevance and privilege, creating privilege logs
- Scanning, Bates Labeling and loading documents, using Adobe or Summation, for production
- Loading, review and analysis of large volumes of evidence, using Summation, Relativity, and Access databases
- Spreadsheet organization / presentation of Discovery process
- Audited mutual fund contracts, to update method for tracking revenue-sharing terms for 4500 mutual funds offered through the Standard's retirement plan
- Developed and deployed efficient spreadsheet methodology for 8-attorney document review team to search 7 million-page Summation database
- Designed charts and databases for evidence presentation in FLSA class-action claim

Law Firms and businesses I have worked with: Tonkon Torp, Fisher & Phillips, Schwabe Williamson & Wyatt, Wise & Associates, The Standard, McCullough Research, PGE Legal, Lane Powell, Bridge City Legal, Epiq Systems, Schubert & Reed, Lieff Cabraser (SF, CA)

Discover-e Legal - E-Discovery Product Analyst - Portland, OR 2005 - 2006

- Formalized and deployed the company's project management process
- Conducted post-analysis of major projects to develop standard "work process" flowchart
- Worked with programming team to develop software-testing protocol and testing documentation

Sullivan & Cromwell - Mergers and Acquisitions Paralegal - New York, NY 1985 - 1987

- Acted as a resource base for the nation's leading Mergers and Acquisitions group
- Prepared and circulated written analyses of M & A issues and documents
- Conducted research using Disclosure, Dow Jones, and LexisNexis

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RELEVANT PROFESSIONAL EXPERIENCE:

Retail Sales, Marketing and Advertising Management 1991 - 2000

Conducted consultative sales & custom fitting of Ice and Inline skates, and Cycling equipment
Managed crews of 3 - 8 to optimize sales/fitting, and labor productivity for specialty sporting-goods stores

Developed integrated marketing plan and advertising for three-store business

Developed a start-up company users' manual for travel industry cruise-booking software

Conducted comprehensive analysis of online travel industry to successfully market products

Managed \$10 million regional advertising campaign for the American Dairy Association account

Companies and businesses I have worked with: GRS Network, DMB & B, RainBo Sports Shops, Kozy's Cyclery, Sun & Ski Sports

RELATED VOLUNTEER WORK:

Elders in Action, Portland, OR 2011 - 2013

As an Age-Friendly Business Evaluator, I conducted website evaluations to review the effectiveness of local businesses' online service of an aging population.

EDUCATION:

M.B.A., 1989 - University of Michigan Ross School of Business - Ann Arbor, MI
Marketing, General Management

B.A., 1984 - Hampshire College - Amherst, MA (Law, Public Policy)

Internships: Sen. Ted Kennedy, Boston, MA - 1982; F.A.I.R., Washington, D.C. - 1983

English Diploma, 1979 – Phillips Exeter Academy – Exeter, NH

Technical Aptitude:

- **Web-design:** Wordpress, Weebly, Wix, Drupal
- **Legal:** MS Office applications, Relativity, Summation, Concordance, Lexis-Nexis