

# Keris Richmond

1613 Sundew Court  
Bowie, Maryland 20721  
(240) 383-0996  
keris330gmail.com

## EXPERIENCE

### **NAACP ACTSO Convention, Detroit, MI — Production Assistant**

July 2019

In Detroit, I was assisting the production team with anything that they would need like necessary materials such as costumes, run of shows, office supplies, and production schedules.

### **Butterfly Ball, Marriott Wardman Park, Washington, DC — Production Assistant**

September 2019

This event was a ball for recognizing the youth that are interested in the arts and production who want to pursue this as a career. It was also a tribute to the founder's family.

### **NAACP 51st Image Awards, Pasadena Civic Center, Los Angeles, California**

#### *Production Assistant*

February 2020

This event was the televised Image Awards show on Saturday February 22nd, 2020. My role here was a production assistant for the production team. I also assisted the talent in the way of getting backstage in order to present the upcoming awards.

## EDUCATION

### **Thomas G. Pullen Arts Academy, Landover, MD — Middle School Diploma**

August 2009 - June 2015

Drama/Instrumental Major and in these departments I learned how to read sheet music and play an instrument I've never played before. Acting was a dream of mine so I joined the theatre department to get a chance to express my acting skill that I had.

## SKILLS

Proficient in Microsoft Office applications (**Word, Excel, PowerPoint, Outlook**)

Proficient in Digital Photography

Proficient in Graphic Designing software (**Adobe Illustrator, CorelDRAW, Magix Xara**)

Proficient in photo editing (**Adobe Photoshop, Pixlr, Luminar**)

## AWARDS

**Honorable Achievement** is student acknowledgement of the good their grades through the course of each semester/advisory.

**The Martin Luther King Global Youth Leadership Award** was an accomplishment of being a team leader and setting an example for the generations after us.

## LANGUAGES

I've taken two years of the Italian Language

**Duke Ellington School of the Arts, Washington, DC —**  
*Awaiting Graduation June 2020*

August 2016 - Present

Technical Design and Production department and in this department learned how the behind the scenes works for each production and also learn now to put up our own show as well.