

**David J. Keyser - Sheffield, AL - davidjkeyserphd@bellsouth.net**

Summary Resume - *Seeking Management Position*  
[available 3 to 6 days a week]

Education

- \*University of Saint Andrews (founded 1410 – acceptance rate 10%), Scotland, Doctor of Philosophy
- \*University of Edinburgh (founded 1582 – acceptance rate 10%), Scotland, Master of Theology,
- \***Loyola University (founded 1870), Chicago, Master of Science, Human Resources**
- \*Columbia Theological Seminary (founded 1828), Atlanta, Master of Divinity
- \*The Citadel (founded 1842), Charleston, Bachelor of Science, Secondary Education

Experience

HUMAN RESOURCES

\*Personnel Director: Julius Lewis, Memphis, TN.

Julius Lewis is an upscale clothing store for men and women. The emphasis in this retail organization was on recruiting sales, support and managerial personnel.

\*Personnel Director: The Safer Foundation, Chicago, IL.

Safer is a large rehabilitation agency for ex- offenders in Chicago.

At Safer I designed and installed point-factor job evaluation system, designed first comprehensive wage and salary scale, rewrote salary policy, standardized and wrote job descriptions, installed and administered centralized E.E.O. recruiting program, installed new Affirmative Action Plan, designed and installed new employee orientation program, designed and implemented uniform disciplinary policy, contracted and installed new employee benefit programs.

\*Personnel Director: Loyola University, Chicago, IL.

At Loyola I had full responsibility for campus personnel office servicing over 700 employees which included installing a uniform salary program, recruiting top-level personnel. Installing employee orientation program, installing new grievance procedure, administering employee attitude surveys, and installing a formal turnover analysis which reduced turnover of clerical personnel from 49% to 28% per year.

\*Personnel Assistant: Loyola University, Chicago, IL.

\*Timekeeper: Sergeant and Lundy Engineers, Chicago. IL.

ACADEMIC

\*Adjunct Professor: Montreat College, Montreat, N.C.

I taught in the Department of Biblical, Religious and Interdisciplinary Studies, traditional and adult programs.

\*National Representative: Presbyterian-Reformed Ministries International, Black Mountain, N.C.

I conducted teaching seminars on a freelance basis under this organization.

\*Dean: School of Ministry. Christ Chapel, Florence, Alabama

MINISTERIAL

\* Church Planter: Independent & Presbyterian

\* International Teacher/Trainer in East Africa and Mexico: Christian Renewal Inc., Birmingham, Al.

OTHER

\* Drug Treatment Counselor: Ventress Correctional Facility, Clayton, Alabama D.O.C.

\* Author: Seven non-fiction and five fiction books, amazon.com/author/davidjkeyser

\* Life Coach: Career Coaching, Academic Coaching, Publishing Coaching