

REBEKAH KEHM

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SUMMARY

United States Navy veteran and former air traffic controller transitioning to career in entertainment. Strong communication and administrative background; proven track record of responding to a large volume of calls in high-pressure environments.

EXPERIENCE

Freelance Production, Los Angeles, CA / Savannah, GA

2021 – Present

*Office PA, **MRS. AMERICAN PIE** (Apple TV+)*

- Supported production of premium limited series; maintained office organization, including answering phones, stocking supplies, securing drive-ons, and reconciling expenses
- Prepared and distributed call sheets and sides; compiled daily timesheet reports and tracked production paperwork

*Showrunner's Assistant, **GEORGE AND TAMMY** (Showtime)*

- Assisted showrunner during production of 6-part miniseries; coordinated set visits, managed correspondence, scheduled meetings with production company, studio, and key crew, and executed runs

*Extras Casting Associate / Background PA, **THE MENU** (Searchlight Pictures)*

- Facilitated background casting of professional chefs for horror-comedy feature; researched potential talent, conducted 120 auditions, and drafted casting summaries
- Wrangled talent to keep production on schedule; tracked continuity of hair, makeup, and wardrobe

Production Assistant / Locations Assistant

- Handled equipment setup and breakdown for several independent short films
- Oversaw security and compliance during Ralph Lauren video/photoshoots, ensuring crew adhered to site guidelines

Federal Aviation Administration, Various Locations

2010 – 2021

Air Traffic Control Specialist

- Directed flow of up to 1M flights per year in New York City, Seattle, Savannah, and San Carlos; communicated with controllers in other sectors to verify aircraft location and troubleshoot safety issues
- Served as union's OSHA representative, Facility Recurrent Training Instructor, and Local Safety Council member; trained peers on updated safety protocols and conducted audits

United States Navy, Oak Harbor, WA / Yokosuka, Japan

2003 – 2010

Petty Officer First Class (E-6)

- Supervised air traffic control tower of 8 specialists to monitor 100K military operations on Whidbey Island; tracked and communicated radar positioning during operational missions outside North Korea
- Received several awards, including Junior Sailor of the Year and Navy Achievement Medal for leadership and professionalism; led morale-building and fundraising programs

EDUCATION

Columbia College, Columbia, Missouri

Bachelor of Arts: Business Administration

PROFESSIONAL DEVELOPMENT

- Office Production Assistant Workshop (Tammy'Dele Films)
- On-Set Production Assistant Program (Georgia Film Academy / Savannah Tech)
- Production Assistant Training (Savannah Film Commission)
- Hollywood Assistant Training Program (Hollywood Resumes)
- Virtual PA Academy (Atlanta Film Society)
- TV Writers' Assistant Course (Writing Pad)
- Screenwriting: Conception to Delivery (Script E.R.)

SKILLS & INTERESTS

Software: PC, Mac, Microsoft 365, Google Workspace, CASHet, Final Draft

Interests: Thrillers, coffee, travel, soccer