

LEE KEDEM

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PROFESSIONAL SUMMARY

Highly organized professional with extensive experience on professional film sets and in administrative coordination. Skilled in production logistics, script analysis, and schedule management. A versatile communicator with a background in editorial writing, dedicated to supporting seamless production workflows and high-stakes creative projects.

PRODUCTION & INDUSTRY EXPERIENCE

Film & Television Artist

2023 – Present

Various Productions | New York / Utah

- Collaborated on diverse professional sets for feature films, pilots, and short films.
- Maintained rigorous knowledge of production workflows and technical set etiquette.
- Utilized advanced script analysis to support the creative vision of production teams.
- Managed professional demands in high-pressure environments, ensuring strict adherence to production timelines.

Editorial Contributor

2021 – 2023

University of Utah Chronicle | Salt Lake City, UT

- Researched and produced editorial content under strict deadlines for a high-traffic publication.
- Collaborated with editorial staff to refine content and maintain professional standards.

ADMINISTRATIVE & COORDINATION EXPERIENCE

Instructor & Media Coordinator

May 2025 – Present

ACE Martial Arts | New York, NY

- Manage administrative operations, scheduling, and database management via the Spark system.
- Coordinate social media presence and digital community engagement to maintain brand consistency.
- Oversee daily logistics and event coordination, ensuring high-quality operational efficiency.

Administrative Assistant & Art Teacher

June 2023 – July 2023

Camp Gan Israel | Burlingame, CA

- Assisted the Director with organizational tasks, logistical planning, and high-volume communications.
- Managed daily transportation schedules and pick-up/drop-off logistics for large groups.

EDUCATION

University of Utah

May 2023

Bachelor of Fine Arts (BFA) in Musical Theatre

British American Drama Academy (Midsummer In Oxford)

SKILLS

Production: Set Etiquette, Script Analysis, Production Coordination, Visual Storytelling.

Technical & Admin: Spark System, Multi-platform Calendar Management, Client Relations.

Languages: Fluent in English and Hebrew; Proficient in Spanish.

Additional: Second Degree Black Belt, US/EU/Israel Tri-Citizenship, Licensed Driver.