

Kassie Bey

Office Production Assistant

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Burbank, CA

Creative and driven United States Air Force veteran with over 9 years of leadership skills looking to be an impeccable support and team player. Enthusiastic film school graduate seeking work with a studio to hone and develop skills to master the art of film making

EDUCATION

Bachelors of Fine Arts

*New York Film Academy
2017*

*Graduated with 3.73 GPA.
Taken courses in filmcraft,
producing the short film,
entertainment law,
production workshop, and
critical film studies.*

AFFILIATIONS/ TRAINING

*Went to the WarnerMedia
Access to Action Program.
Became a member of VME
and the Hollywood American
legion post 43. Joined and
volunteers through the
organization The Mission
Continues.*

Key Skills

*MS OFFICE
APPLICATIONS
PROFICIENCY • FINAL
DRAFT • EFFECTIVE
COMMUNICATION •
STRONG
ORGANIZATIONAL
SKILLS • MAC IOS &
WINDOWS PC •
INTERMEDIATE USE OF
ADOBE SUITE •
KNOWLEDGE OF AVID
MEDIA COMPOSER •
MANAGING
REPORTS/BASIC IT
SUPPORT*

REFERENCES

Available on request.

EXPERIENCE

Production Assistant

The Hype Season 2 · Mar 2022 - Apr 2022

- Provided assistance to production executives as required, including running errands.
- Assisted in packing/moving the equipment to different locations and set up.
- Assisted production in getting release forms signed with associated photos.
- Wrangled talent and coordinated with AD's to keep talent from meeting before it was allowed.
- Assisted with set lockups making sure shots went uninterrupted.

Security Officer • Assistant Supervisor

ESPN (Contracted) · December 2017 - Present

- Maintaining/updating shift reports in excel, disseminating in outlook.
- Manages e-mail between security, production, and other departments.
- Uses outlook calendar to coordinate securities activities around production schedules; maintains/updates visitor/guest database logs.

Producer • Writer

Serial Dater · January 2017 - April 2017

- Booked location, acquired permits; also maintained cast/crew contracts.
- Disseminated call sheets and scripts to cast and crew.
- Coordinated craft services and meals for shoot day.

Fellowship • Education Department

A Noise Within Theater · September 2016 - April 2017

- Facilitated set-up of camp activities and folders, up to 50 kids per day.
- Conducted community outreach with grades K-12, and local colleges.
- Organized office packages, supply inventory; prepared refreshments for staff and volunteers prior to every show (2-3 per week).

NCOIC/Geospatial analyst • Active Duty & Guard

United States Air Force · April 2005 - March 2016

- Led Space Periodicals Team/Trained crew on analysis and operations.
- Supervised 6-member team supporting Defense Intel Space Order of Battle mission with content dominant imagery.
- Populated DoD & MIDB with time sensitive periodical facility descriptions.
- Supported humanitarian effort in California wildfire missions aiding in the efforts to track and stop the fires.