

GRACE REHORN

Kansas City, MO
(913) 909-8468
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EXPERIENCE

Work Editorial | Los Angeles, CA | 2017 – 2019

Producer

- Produced offline post production jobs
- Managed agency expectations with editor's needs
- Produced commercials for Audi, University of Phoenix, and Minecraft

Assistant Producer

- Provided support to senior producers
- Coordinated travel for editors
- Assisted Executive Producer

Client Services

- Provided an excellent client service experience
- Performed duties of an office manger
- Reception

Freelance PA | Los Angeles, CA | 2016 – 2017

- Production assistant for short film, pilot, and commercial
 - Coordinated production logistics with producers
 - Provided support and assistance to all areas of production
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EDUCATION

Kansas State University — Bachelor of Science, Psychology

2013 – 2016

Minor English Literature

Cumulative GPA: 3.95, Summa Cum Laude

Chi Omega Women's Fraternity

Canterbury Christ Church University — Study Abroad, British Studies Program

Certificate of Excellence

New York Film Academy — Acting for Film

Courses: Acting for Film, Acting Business, Audition Technique

ADDITIONAL SKILLS

- Strong interpersonal skills with clients and colleagues
 - Ability to work under pressure in fast-paced environments
 - Excellent written and verbal communication
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REFERENCES

Marlo Baird: Executive Producer | Work Editorial | marlo@workeditorial.tv

Russ Ward: Producer | russ_ward@mac.com | <http://www.imdb.me/russward>

Scott Sturgeon: Writer/Producer | scottasturgeon@gmail.com