



# Kacey Mayeda

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## SUMMARY

Energetic “people person” with a passion for community and experience in leadership, event planning, customer service, and the arts.

## EDUCATION

**University of California, Berkeley** | May 2018 | Linguistics Major, Education and French Minor

## EXPERIENCE

**Production Manager** | ESL Faceit Group Burbank, CA | *2022 - present*

- Responsible for hiring, onboarding, and all communication with production crew
- Created and distributed project-wide and daily work schedules, informational presentations
- Oversaw show days, tracking and solving issues, ensuring schedules were followed, and serving as crew point of contact.

**Producer** | Red Seed Films Los Angeles, CA | *2022 - 2023*

- Assisted with all projects, from hiring crew to applying to festivals and writing grant proposals
- Ran Red Seed social media, creating and executing calendar of biweekly posts, engaging with followers, and reposting from partner pages
- Gave feedback and notes on all scripts and film drafts and participated in their development

**Assistant Director** | Various film & television projects Los Angeles, CA | *2021 - 2024*

- Created script breakdowns, shot lists, shooting schedules, call sheets, production reports
- Ran the set, maintained daily/project-wide schedules
- Liaised between departments and managed talent, background, team of PAs

**Founder & Director** | Real Adult Humans Los Angeles, CA | *2020 - 2022*

- Found/hired team of writers/actors/directors/editors/crew and handled internal communication
- Created & maintained budget, schedule, social media, etc.
- Handled distribution of final products through marketing and online posting

**Admissions Specialist** | Growing Generations Los Angeles, CA | *2018 - 2020*

- Reviewed egg donor applications and conducted video interviews
- Onboarded donors and scheduled medical appointments and injection deliveries
- Assisted with egg donor profile creation and helped make matches with intended parents

## SKILLS

**Language:** French (advanced), Japanese (6+ years), Spanish (4 years), Latin (3 years)

**Tech:** Microsoft suite, Adobe suite, Google G Suite, Premiere, Final Cut Pro, Salesforce

**Social media:** Instagram, Facebook, TikTok, LinkedIn, Twitter, Discord, Whatsapp

**Writing** has been featured in Etymology (academic literary journal) and the Rafu Shimpo newspaper (2015): <http://www.rafu.com/2015/12/meme-pas-peur/>