

Kevin O'Keefe

Film and Media Production Worker

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Professional Summary

I am a film school graduate with several years of experience of working on professional sets as a PA and Grip/Lighting department. I have a desire to assist in the artistic expression of film and videography in all aspect. I am someone who is devoted to whatever project or task I am assigned. I care about doing a job correctly and efficiently because I am a strong believer in the work being a team effort that succeeds when everyone pulls their weight.

I have worked on multiple sets, both professional and personal projects, as well as live events, and equipment warehouses. With this experience I have grown accustomed to fast pace work environments and the various equipment used for productions

Willing to relocate to: New York, NY - Queens, NY - Brooklyn, NY

Authorized to work in the US for any employer

Work Experience

Freelance Equipment Worker

Smashbox Studios-Brooklyn, NY

May 2024 to Present

Check in and sign out film equipment

Deliver and pickup rented equipment

Build equipment orders and organize returns

Maintenance and upkeep to warehouse/studio when necessary

Maintain a customer service attitude and keep clients informed on status of order

Freelance Production Assistant

Digital Art and Video-New Hyde Park, NY

August 2023 to Present

Assist in loading and unloading equipment for set up. Preparing spaces by setting up stands, lights, running cable/wire for both live performances and for video production. Helping through assisting camera, lighting, or any performers.

Stage Hand-Electric

Silverback Productions-New York, NY

September 2022 to October 2022

- Contract work for Paley Media Center Event 9/30-10/2
- Running power cables for lights along a closed off city block
- Helping with rigging Truss and the lights that were hung from them.
- Taking down all the equipment and cabling to load it onto trucks when event was wrapped.

Stage Hand-Electrician

Theatrical Resources LLC-New York, NY

September 2022 to October 2022

- Contract work for Hulu show as an electrical stagehand 9/12-10/4
- Loaded equipment into studio
- Helped set up lighting and rigging to studio overhang
- Ran power and data for lights while making sure they remained hidden and out of the way.
- Helped load out equipment

Third Lighting Technician/Delivery Associate

Greenwood Cinema Equipment Rentals-Brooklyn, NY

July 2021 to December 2021

- Check in and checkout scheduled Grip & Electric equipment rentals
- Keep an up to date inventory of items
- Notify management of missing items or late returns
- Troubleshoot problems with Grip & Electric equipment
- Load vans for delivery/pickup
- Update renters of arrival times and provide personal contact information
- Drive vans to delivery locations throughout NYC and NJ

Education

Bachelor of Arts in Film Studies & Production

Hofstra University - Hempstead, NY

September 2015 to August 2020

Skills

- Proofreading
- Basic math
- Heavy lifting
- Fact checking
- Operating systems
- Video production
- Google Suite
- Post-production (4 years)
- Microsoft Office
- Mac OS
- Adobe Creative Suite (4 years)
- Mac OS
- Adobe Illustrator (Less than 1 year)
- Lighting design (3 years)
- Editing (4 years)

- Adobe Photoshop
- Adobe Premiere (4 years)
- Google Docs
- Photography (3 years)
- Time management
- Communication skills
- Google Docs
- Adobe Lightroom (2 years)
- Driving
- Microsoft Excel
- Social media management
- Load & unload
- Adobe Photoshop (3 years)
- PREMIERE (4 years)
- Computer literacy
- Video editing (4 years)
- Photo editing
- Adobe After Effects (2 years)
- Windows
- Organizational skills
- Communication skills
- Software troubleshooting
- Davinci Color Correction (2 years)
- Public speaking
- Filming
- Windows
- Research
- Customer service
- Film set etiquette (5 years)
- Final Cut Pro (2 years)
- Theater
- Avid
- Computer skills
- Film (5 years)
- Google Suite
- Video Production (5 years)
- Lighting design
- Adobe Creative Suite
- Photography

Languages

- Spanish - Beginner
- English - Expert

Certifications and Licenses

Driver's License

Assessments

Delivery driver — Proficient

January 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Filing & organization — Proficient

January 2022

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

January 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Interstate truck driving — Proficient

January 2023

Regulations and safe driving practices for long-distance trucking

Full results: [Proficient](#)

Social media — Proficient

February 2023

Knowledge of social media techniques and analytics interpretation

Full results: [Proficient](#)

Social media — Proficient

May 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

Basic computer skills — Proficient

July 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

Bartending — Proficient

February 2023

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

Work style: Professionalism — Proficient

July 2022

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

Mechanical knowledge — Proficient

January 2022

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Food service: Customer situations — Proficient

December 2022

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

Verbal communication — Proficient

July 2022

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Food service: Customer situations — Proficient

January 2023

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

Customer focus & orientation — Proficient

January 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Retail customer service — Proficient

January 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Teamwork: Interpersonal skills — Proficient

December 2022

Responding to challenging team situations at work

Full results: [Proficient](#)

Attention to detail — Proficient

December 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Work motivation — Proficient

July 2022

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Work style: Reliability — Proficient

March 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Driving and delivery
- Customer service
- Microsoft, Google, Adobe office suites
- Proficient understanding of editing in Adobe Premiere, Final Cut, Avid
- Basic understanding of audio editing
- on-set and production etiquette
- Able to deal with stressful and fast paced environments
- Photography and lighting
- Lighting techniques/setups; knowledge of different light fixtures and their effect; camera setups and lenses

CONTACT

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