

Lee Kedem

Marketing, operations and social content in NYC and the Bay Area

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Experience

ACE Martial Arts, New York — Instructor and Media Coordinator

May 2025 to present

- Runs admin operations, scheduling and database management on the Spark system.
- Handles customer success and communications for an active New York studio.
- Leads social media: writes copy, sources imaging and art, and publishes across Instagram and community platforms.
- Coordinates daily logistics and events; teaches children's and beginner classes.

Film and television, New York and Utah — Various productions

2021 to present

- Works on professional feature film, pilot and short film sets across the US.
- Strong set etiquette, close script analysis and quick adaptation to schedule changes.

Camp Gan Israel, Burlingame, California — Administrative Assistant and Art Teacher

June to July 2023

- Supported the director on organizational tasks, logistical planning and high-volume communications.
- Managed daily transportation schedules and pickup/dropoff for large groups.

The Daily Utah Chronicle, Salt Lake City — Editorial Contributor

2021 to 2023

- Researched and produced editorial content on deadline for a high-traffic campus publication.
- Worked with editorial staff to refine pieces and meet publication standards.

Education

University of Utah — BFA in Theatre, May 2023

British American Drama Academy — Midsummer in Oxford

Languages and practical

English and Hebrew fluent; Spanish proficient. US, EU and Israeli citizen. Licensed driver.
Available 35–40 hours a week.

Skills

copywriting and content strategy, social media publishing, visual curation and art direction, set etiquette, script analysis, production coordination, visual storytelling, Spark system, multi-platform calendars, client relations, editorial writing, event logistics, Hebrew (fluent), Spanish (proficient), licensed driver.