**REBECCA MERLE**

**New York City & Chicago Based**

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**SELECT PERSONAL ASSISTANT / HOUSEHOLD MANAGEMENT, FULL-TIME and CONTRACT / PROJECT CLIENTS**

**2005 - PRESENT**

**Author & Design Studio – PERSONAL ASSISTANT**

Assist Mrs. In her Upper East Side townhome, studio, and on-location with design projects; household includes two teenage children and two cats.

**Doctor & Mother / Writer - PERSONAL ASSISTANT**

Assist Mr., Mrs., and their children in their Manhattan apartment on project basis; hired for move and transition to New York City from Los Angeles.

**High Profile Gentleman and Foundation Office – CONTRACT PERSONAL ASSISTANT**

Assist Mr. in his home & foundation offices in Manhattan as a long-term emergency temporary hire. Coordinating with small household staff in a semi-formal residence. Working independently and together to accomplish a variety of tasks from complex calendar management, dictated correspondence & mail, multiple phone lines, call schedules, doctors appointments, dinner reservations, sourcing event tickets, ordering flowers & gifts, medications & household supplies, candidates interviews & reference checks for ad hoc project hires, coordinating details for in-home dinner parties from 2 to 22, RSVPs for social engagements, managing household inventories, travel agents requests for complex travel, bill paying with QuickBooks, management of insurances, overseeing service providers in home & office as necessary, corresponding with building management for maintenance & other needs, and help with errands as needed.

**Entertainment Family - PERSONAL ASSISTANT**

Assist Mr. & Ms. including their teenage son and pet. Work remotely, in residences, travel as needed, work in production office to coordinate with multiple properties including two East Coast properties and one CA residence. Position was part-time to full-time as needed for a variety of changing projects in their East Coast residences: managing domestic staff, interviewing / hiring, interfacing with family, friends, high profile individuals, maintaining family & guest calendars, maintain specific stocking for different guests, oversee property repairs, managing vendors, luxury & standard vehicle maintenance, personal shopping, gifts, logistics, etc. Coordinating calendars between homes, production, business, and location teams.

**High Net-Worth Couple - PERSONAL / EXECUTIVE ASSISTANT**

Assist Mr. & Mrs. including adult children & grandchildren and pets and coordinate with multiple properties including three East Coast residences from their NY office and on-occasion in their home: coordinating with multiple businesses, managing domestic staff, hiring, vehicle maintenance, guest calendars, coordinating aspects of art events, stocking, repairs, managing vendors, shopping, gifts, travel, parties / events, logistics, etc. Hired as a full-time as an emergency replacement in a very fast paced environment.  Assisted in hiring of staff including a long-term full-time candidate; continued relationship with family for projects and holiday coverage as needed.

**Entertainment Family- PERSONAL / EXECUTIVE ASSISTANT**

Assist Mr. & Mrs. as well as child, adult children, and pets in Manhattan, Westchester & On-Location in RI & SC, coordinate with production offices, multiple properties including residences/hotels on location, NY residence & European property; full-time for feature film and television projects including pre-production, production, and post-production; after 2009, on-project based assignments as needed.

#### SELECT FOOD SERVICE EXPERIENCES

# 1992-PRESENT (since childhood)

# Eventability - NY

Cater waiter / bartending. Setup, attend to guests, serve alcoholic beverages & light appetizers at corporate events / local venues.

# Tribeca Film Center- NY

Basic bartending & appetizer serving responsibilities for both main bar and VIP Lounge for film events, club nights, and holidays including New Years Eve.

# Kittichai – NY

Waiting tables, side work, bussing tables, knowledge of fine wine & food.

# Lupe’s – NY

Counter service, taking phone & walk in orders.

# Buca Di Beppo - CA

Running food, waiting tables, turning tables in a quick and professional manner.

# The Coffee Bean & Tea Leaf - CA

Made tea, coffee, & espresso based hot & frozen drinks, cashier & supervise baristas.

**Yaffa Café - WI**

Waiting tables, set / clear tables, performing rosewater tradition, serving food & drinks.

**Phillip’s Pharmacy - WI**

Waiting tables, fry cooking, dishes, setting / clear tables at pharmacy lunch counter.

## EDUCATION/ INTERESTS

**BFA** in Film from the University of Wisconsin-Milwaukee, Dean's Honor List

***Computer Skills****-* Mac & PC Proficient, Internet, and Research Skills

***Film/Video-*** 16mm Film and Mini DV directorial experience

***Language****-* English, Conversational French & Basic Spanish

***Performing Arts***- SAG-AFTRA & AEA member, over three & a half decades of stage, film, TV, commercial & VO work, SAG-AFTRA Awards Film & TV Nomination Committees, Student Academy Award Nomination Committee.

***Writing***- Writer of lyrics, poems, anecdotes; published articles on Film, Video, and Music subject matter

***Volunteer****-* Kageno Harambee Event Committee - 2023, New York Rescue Mission - 2022-2023, SAG-AFTRA Foundation BookPALS School Reader & PenPal - 2014-2016; God’s Love We Deliver - 2010.

**References Available Upon Request**