

Rex J. McKeeman

Lincoln, NE 68505 | RexMcKeeman9@gmail.com | 402-419-3788

An analytical and creative thinker, passionate about solving problems and creating efficient solutions. I value honesty, proactive communication, and believe that openness to learning and discussing sensitive topics leads to success.

Education

University of Nebraska-Lincoln, Lincoln, NE

Bachelor of Journalism and Broadcasting

Major: Broadcasting

Option: Media Production

Minor: Entrepreneurship

Graduation: May 2025 (anticipated)

GPA: 3.94/4.0

Work Experience

Juniper Street Productions, New York, NY

Production Assistant

March 2017 – March 2020

- Retrieved various items around the city and upstate to be used for props or construction during rehearsal.
- Organized and planned the morning beverages and snacks with the vendors.
- Tracked and calculated 'teamster' payroll paperwork and amount paid.
- Aided in the construction of various sets and large props.
- Other miscellaneous duties as assigned.

Carbone Tax and Accounting, Brooklyn, NY

January 2019 – April 2023

Data Entry/ Assistant

- Tax data entry for tax preparation
- Analyzed various tax related forms.
- Communicate with clients regarding their tax return information.

AmVnX LLC; AMVN Exchange, Lincoln, NE

Accounting Assistant

August 2022 - Present

- Conduct QuickBooks data entry for the LLC and rental property organization.
- Prepare and track invoices for the LLC, maintaining efficient billing processes.
- Manage 3 different rental properties including tenant acquisition, rent collection, and following up on maintenance requests.
- Monitor employee hours and handle payroll submissions on a regular basis.

Allstar.gg, Remote

November 2023 – Present

Support Lead & Quality Assurance

- Respond to various questions from users via email and Discord
- Create reports regarding various bugs and issues discovered in test builds and live production to be fixed using Slack and creating QA tickets within Linear.

Endeavors

McKeeman Bookkeeping, Remote

January 2023 - Present

Owner

- QuickBooks data entry for a monthly fee.
- Communicate with clients and trusted with their sensitive information.