



## Key 2nd Assistant \*\* Insurance Accountant

### WORK EXPERIENCE

#### 2nd Assistant | 2022-2023

CBS Studios/Showtime; **Your Honor S2**; Santa Clarita, CA

Key: Tracee Whitney | 1st: Megan Grogan

#### Insurance Accountant / 2nd Assistant | 2019

WB Television; **Castle Rock S2**, Devens, MA

Key: Benj Whitehouse | 1st: Nancy Terriberry

#### Key 2nd Assistant | 2018-2019

NBC Universal; **The Act**; Savannah, GA

Key: Elizabeth Guste; 1st: Brittani Perkins

#### Add'l Key 2nd Assistant | 2018

Horizon Scripted Television; **Love Is**; Atlanta, GA

Key: Wade Hagen; 1st: Traci Martin

#### Key 2nd Assistant | 2018

NBC Universal; **Good Girls**; Atlanta, GA

Key: Elizabeth Guste; 1st: Brittani Perkins

#### 2nd Assistant | 2017

Warner Bros; **Game Night**; Atlanta, GA

Key: Chris Finnigan; 1st: Shauna Kroen

#### Insurance Accountant / 2nd Assistant | 2016

A+E Studios; **Roots**; Los Angeles, CA

Dir of Production Finance: Jim Cohen

#### Insurance Accountant / 2nd Assistant | 2016

A+E Studios; **Roots**; New Orleans, LA

Key: Michael Grigsby; 1st: Traci Martin

#### 2nd Assistant | 2015

ABC; **Astronaut Wives Club**; New Orleans, LA

Key: Tim Turner; 1st: Tamara Henderson

#### 1st Assistant | 2014

Warner Bros; **Constantine**; Atlanta, GA

Key: Gary Weddington

#### 1st Assistant | 2013

Lifetime; **Unreal**; Atlanta, GA

Key: John Haun

### EXPERTISE

- Accounts Payable, ROS POs
- PO/Invoice Entry, Kit Rentals, P-Cards
- Check Requests, Journal Entries
- Insurance Narratives, Claims, Reports
- File Cleanup, Untangle Issues, Wrap

- Collaborative, Team-Oriented
- Computer Aptitude
- Excellent Communication Skills
- Focused, Reliable, Efficient
- Sense of Humor

### SOFTWARE

- Smart Accounting, Vista 5, PSL+
- Excel, Adobe Pro, Smart PO, DPO
- Docusign, Drop Box, Microsoft Teams

### EDUCATION

University of Miami (FL); BA, Communications

Cal Poly Humboldt; MA, Medical Sociology

### INTERESTS/TRAVEL

Honolulu, HI: Swimming with dolphins;  
August 2019

Egypt: Sacred temples/pyramids,  
journey down the Nile; August 2018

Cornwall, UK: Drumming, meditation  
retreat; June 2016

Stonehenge, UK: Drumming, Sound  
ceremony; October 2015

South of France: Pilgrimage to iconic  
sites of Cathars, Templars; June 2014