



Hello!

I am an assistant accountant local to Charlotte, North Carolina. I have worked on both studio and independent features and tv shows in positions ranging from 1st to clerk. I have worked on PSL, Global Vista, and Ease, and I am a self-professed Excel nerd. I am quick at inputting, proficient at coding, and enjoy puzzles like clearing accounts and discrepancies. My skills include all facets of PC, PCards, AMEX, JEs, AP, audit coding, 1099 reports, and setting up vendor accounts.

I am currently working at home, and would love to help your production in a capacity that allows me to be remote. I can come into the office to pick up paperwork, or it can be scanned and emailed/cloud stored for access. Last year, I worked for a week during prep for "Hope's Wish" (production accountant Victoria Carnall). I picked up payroll invoices to enter into journals and then into EP, and was scanned PC and wires for the same. I know the stacks of paperwork can get overwhelming, especially when everything needs entered for accurate cost reports. If your office needs an extra hand, I am happy to help!

I am 161 eligible (previously a member but not currently.)

Please let me know if you have any questions. I appreciate the consideration!

Warmly,
Andrea Braswell

Accounting Assistant and Excel Extraordinaire
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704.724.1130





Andrea Braswell

Charlotte, NC Local

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Assistant Accountant

Film

Hope's Wish (1 week prep April 2018) Wish to Give Productions
Addl 2nd Assistant
Global Vista
Entering JEs with wire transfers, payroll invoices, and petty cash envelopes.

Bolden! (Apr 2014 - Jul 2015) King Bolden, LLC
1st Assistant (Camera Tests Oct - Dec 2013) King Bolden, LLC
PSL
Per Diem, Petty Cash Custodian, A/P, AMEX, BofA PCards, JEs

Careful What You Wish For (Mar 2013 - June 2013) CWYWF Productions, Inc
1st Assistant
EASE
A/P, PC and POs, Cast & Crew Pass-thru invoices, CASHét PCard input and reconciliation.

The Remaining (Jan 2013 - Mar 2013) Cinematic, LLC
1st Assistant (reshoots Sept – Oct 2013)
PSL
Per Diem, Petty Cash Custodian, JEs and A/P, Cast & Crew Pass-thru invoices, Box Rentals, AMEX.

The Occult aka Where The Devil Hides (Feb - Jun 2012) Drommelkind LLC
1st Assistant (reshoots Nov – Dec 2012)
Global Vista
Per Diem, Petty Cash Custodian, JEs and A/P, Box Rentals.

Hornet's Nest (Nov 2011 - Jan 2012) TNT/Turner North Center Prod
1st Assistant
EP Global Vista
Per Diem, Petty Cash Custodian, JEs, A/P, EPPS Pass-thru invoices, Box Rentals.

Hunger Games (Sept - Oct 2011) Lionsgate Films
Wrap Accounting Production Assistant

The Third Miracle aka Perfect Game (Sept – Oct 2006) Third Miracle Productions
Credited as Accounting Clerk (work as Second)
Axium Vismax

Talladega Nights: Ricky Bobby (July – Dec 2005) Sony Pictures Entertainment
Accounting Clerk (duties of a Second)
Axium Vismax

Andrea Braswell cont'd:

TV

The Preservationist (Dec 2012) Fight Sprawl Productions
Post Accountant
Quickbooks
Created spreadsheet of expenses and prepped files for North Carolina Tax Rebate according to eligibility.

Homeland Pilot (Dec 2010– March 2011) Fox/Showtime
2nd Assistant
EP Vista Exchange

Army Wives Season 4 (Jan 2010– Aug 2010) ABC/Lifetime
2nd Assistant
Cast & Crew PSL

Army Wives Season 3 (Jan 2009– Sept 2009) ABC/Lifetime
Army Wives Season 2 (Nov 2007– Oct 2008) ABC/Touchstone TV/Lifetime
2nd 2nd Assistant
Cast & Crew PSL

Army Wives Season 1 (April – Aug 2007) ABC/Lifetime
Assistant Accountant (duties of a Second)
Cast & Crew PSL

Commercial

First Citizens Bank (Aug 2014) Tiny Elephant LLC
Post Accountant
Excel
Created spreadsheet of expenses and prepped files for North Carolina Tax Rebate according to eligibility.

Audi (Oct 2013) Process Media, LLC
Post Accountant
Excel

Other Film Positions

Office Production Assistant, 2004: Hallmark's The Water is Wide, 2005: Walker Payne
Set Production Assistant, 2002: Two Soldiers, 2004: Gravedancers
Wardrobe Intern, 2004: Junebug, National Lampoon's Pucked

Non-Film Industry Work Experience

DCA Virtual (Dec 2016-Present) Owner: Denise Cagen
Virtual Assistant
Accounts include: On Eagles Wings Ministries, Inc (QuickBooks bookkeeping, accounts payable), Tier One Services, LLC (Xero payroll reports), Knowmad Digital (scheduling, communication liason, blog posting), David L Tkach, PLLC (invoicing, scheduling, filing, QuickBooks reconciliation), Redecam USA LLC (virtual assistant)

Andrea Braswell cont'd:

<i>Rite-Aid/Eckerd Drugs</i> Photo Lab Supervisor	(1999-2008) Southpark/Ballantyne
<i>JP Morgan through Randstad USA Staffing</i> Federal Tax Reconciler	(2005)
<i>Sears Portrait Studio</i> Photographer	(2003-2004)
<i>Service Merchandise</i> Customer Service Representative	(2002-2003)
<i>Charlotte Film Commission</i> Intern	(2001)

Education

Continuing Education Classes - Accounting I at Trident
Bachelor of Fine Arts - Concentration Producing at University of North Carolina School of the Arts School of Filmmaking

Specialty Software Knowledge

PSL, Vista Exchange & Global, Ease, Movie Magic Budgeting/Scheduling, Microsoft Excel, Microsoft Word, QuickBooks Desktop 2016, QuickBooks Online, Xero.

Websites

IMDB: <http://www.imdb.com/name/nm1120993/>
Linkedin: <http://www.linkedin.com/in/andreabraswell>

References

Karen Hughes, Production Accountant: *Bolden!*, *The Remaining*, *The Occult*, and *Hornet's Nest*, karen.h@me.com

Jerry Lambert, Production Accountant: *Careful What You Wish For*, prodaccguy@gmail.com

Jolly Dale, Production Accountant: *Army Wives Seasons 1-4*, jolly.dale@gmail.com

Shawn Gillespie, Senior VP of Operations Cashét Card, 1st Assistant: *Army Wives Seasons 2-4*, Production Accountant: *Talladega Nights*, shawn@cashetcard.com

More References and other Films, Commercials, TV Shows and Videos available upon request.

