

# Penny Pridemore / pennypridemore7@gmail.com

---

309 Silver Lake Road, Wilmington, NC | 910.612.6133

## **Work History:**

**JULY 2018 - DECEMBER 2018**

### **REPRISAL/ PILOT/A&E HULU**

Key Accounting Clerk – Handled all Extras processing, assisted with start paperwork and various payroll related duties, filed payroll and accounts payable, organized insurance claim materials, and assisted in scanning all accounting into Scenechronize.

**FEBRUARY 2017 - DECEMBER 2017**

### **GOOD BEHAVIOR/ SEASON 2/TNT**

Payroll Accounting Clerk – Handled all Extras processing, assisted with start paperwork, filed payroll, put together notebooks with copies of documents for residuals. In addition handled sending all payroll document to GRM for scanning.

**SEPTEMBER 2016 - JANUARY 2017**

### **Outcast/ Season 2/Fox Searchlight/Cinemax**

AP Accounting Clerk – Handled all incoming AP documents, date stamping and giving to proper person to handle. Charted PO's and matched PO's and Invoices. Matched invoices up with checks and separated checks, filing pink checks and yellow copies with backup.

**FEBRUARY 2016 - AUGUST 2016**

### **Good Behavior / Season 1/TNT**

Payroll Accounting Clerk – Handled all Extras processing, assisted with start paperwork, filed payroll, assisted in putting together notebooks with copies of documents for residuals. In addition handled sending all documents required to Optimus scanning , both AP and payroll.

**FEBRUARY 2015 - NOVEMBER 2015**

### **Under the Dome/Season 3/ CBS**

Payroll Accounting Clerk – Handled all Extras processing, assisted payroll accountant.

### **Secrets and Lies/Season 1/ ABC**

Payroll Accounting Clerk – Handled all Extras processing, assisted with start paperwork and filed payroll. Assisted with input in Showbiz. Handled shipping all AP documents for scanning at the end of the season.

**Education: Degree in Business Manangement from University of NC at Wilmington**