

Jeanene Huber

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2225 Castle Hayne Road Wilmington, NC 28401 Pg 1 of 2

Film and Commercial Credits ACCOUNTING

Marie A True Story MGM	Assistant Accountant	Frank Capra Jr Lyn Lucibello	Producer Auditor
No Mercy Tri Star	Accounting Clerk	Lee Mayes Janice Clark	UPM Accountant
Alabama Music Video Deaton, Flannigan	Accounting /PA	George Flannigan Vickie Ferguson	Producer POC
Branch Banking Commercial Bedford Falls	Accounting /PA	Christina Ritzman Vickie Ferguson	Producer POC
Firestarter Universal Pictures	Construction Office Coord	Vic Simpson Jeffery Schlatter	Construction Coordinator Asst Const. Coordinator

EXPERIENCE:ACCOUNTING:CREW START UP: Maintaining and reporting to PR Co. **PAYROLL:** Time Cards, Reporting Check Break and distribute/PO's: Log, Coding, Budget comparisons w/ UPM//**ACCTS PAYABLE:** Set up Vendor accts, Filter Mail, input invoices, coding, callback to PO logs, cut checks **PETTY CASH:** Distribute, Retrieve PC report, verify receipts, coding and reporting./**PERDIUM:** Break bundles to envelopes and distribute.

CONSTRUCTION OFFICE COORD:CREW: Startup paperwork, pick & deliveries to set, locations and studio.

PO's: Organize, Log and obtain approvals **LOCATION CREW:** maintain supplies, delivery coordinating,catering ,craft service
General Office work

Fast Wrap Rigging ,Grip & Expendables Co Co-Owner / Accountant

Experience is all of the above plus ordering, maintaining records for Production companies,keeping inventory controls and all equipment maintiance, pick up and delivery and accounting processes..Credits to include over 45 major motion pictures

Film and Commercial Credits TRANSPORTATION

Shallow Hal Feature Film:20th Century Fox	Driver	Gordie Merrick Gary Wiseman	Coordinator LA Captain
Going to California Feature Film:San Vicente Productions	Driver	Welsh Lambeth Neil Castles	Coordinator NC Captain
Ya Ya Sisterhood Feature Film: Warner	Driver	Bill Pitts Bubba Forrester	Coordinator Captain
The Jackal MCA Universal	Driver	Larry Sheppard Bubba Forrester	Coordinator Captain
Diamond Rio Music Video Deaton Flannigan Productions	Driver/PA	George Flannigan Vicky Ferguson	Producer POC

Film and Commercial Credits PRODUCTION

Ty Cobb Warner Bros.	Production Assistant	Pat Kehoe Kathy Thomas	UPM POC
Loose Cannons Tri Star	Production Assistant	Rene DuPont Marilyn Stonehouse	Ex Producer UPM
Cats Eye Witch Fire	Production Assistant	Martha De Laurentiis John Eckard James Oarr	Producer Production Executive Producer/Writer
Outer Banks: Doggett Advertizing	Production Assistant	George Doggett	Ex. Producer
Shoney's Restaurant Commercials x 6 Massy King Productions	Production Assistant	Carrie Durose Shaughnessy Vicky Ferguson	Production Manager Production Coordinator

numerous other commercial credits

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Outside of Film Accounting

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Rex Trucking

Accounting, Dispatch and Sales

SALES: Acquiring and Maintaining accounts, DISPATCH: 7 trucks/drivers schedules/logs/ACCOUNTING: Payroll, Accounts Payable/Accounts Receivable/Driver Records Medical and DOT. ...all aspects of running a small trucking company

Barnwood Logistics/Seaway Transportation

Operations Manager/Asst. Accountant

Freight Broker for Over the road, Rail and Ocean Transportation

OPERATIONS: Daily supervising over office Dispatch Department, CARRIER SALES COORDINATOR: Locating and working w trucking companies locating and matching trucks on a regular basis to existing account traffic.

SALES: Acquiring and Maintaining accounts, DISPATCH: as needed 5 trucks/drivers schedules/logs/ACCOUNTING: Payroll, : Accounts Payable and Receivable, DRIVER LOGS and Medical records COLLECTIONS: All aspects of collection locate, make negotiation, maintaining collections schedules, research, legal aspects

Continental Bank

Operations Manager/Teller /Audit & research Suspense

Open and supervised 18 tellers daily in a high traffic central head office. Audited and researched missing deposits & items and teller differences daily. Supervised New Accounts, Worked for a short while in Lending Department maintaining records and paperwork details..Working closely with Loan Officers and Vendors and Customers to complete timely completion of car and realstate loans. Cash Count Vault Weekly and Supervised ATM over the Weekends

numerous other commercial credits