

# Casey Miner

## EXPERIENCE

### ACCOUNTING CLERK 2020

*The Lost Boys* Linear Productions LLC (pilot)

*Johanna Klingenberger* ~ Production Accountant

Kept up with the filing and label printing. Opened mail and distributed it, paired invoices with PO's, did drawdowns on long term invoices. Double checked all POs and kept the PO log. Checked and logged all envelopes petty cash, credit and check requests. Printed mailing labels and mailed checks. Confirmed SSN and tax info entries in the WB system. Kept all accounting forms printed and stocked. Performed any general support functions required ie. lunch, phone, copies, email correspondence etc.

### COORDINATOR/PA 2019

*The Georgetown Project* Lightsavior Productions LLC (feature film)

*Jodi Leesley* ~ Costume Designer; *Cameron Doyle* ~ Supervisor

Brought on mainly to deal with the Costume Department paperwork. Job entailed: generating POs and PAs, interfacing with CCOS, accounting and rental houses, keeping up with receipts ~ petty cash, P card envelopes and check requests, keeper of the binders, organizing paperwork, entering all budget info, purchases and rentals into sync on set; tracked all purchases and rentals with cast in sync on set, ordering, shopping, tracking orders and packages, receiving packages, shipping, returns and anything else that needed to be done.

### STORE MANAGER 2004 – 2018

*Expressions/High Life* Wilmington, NC 28403/28412

As the manager, I kept up with the day to day tasks of a local Smoke Shop averaging \$250,000 in 2008, now upwards of 2 million yearly. Responsible for defining future product lines and vision for company as we moved forward in constantly changing retail environment. Duties included, but not limited to: sales, purchasing, scheduling, training, merchandising, marketing, ad writing, human resources, banking, inventory management, loss control, customer and employee relations, hiring and excellent customer service. Opened a secondary location in 2017 averaging \$420,000 the first year.

## EDUCATION

### UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

*B.A. Political Science* Graduated 1993

## CONTACT

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# *Casey Miner*

## REFERENCES

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