

Holly Beets

RESUME

CONTACT
(228) 760-0206
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EDUCATION
B.A., Film Studies
University of Southern Mississippi

Accounting Department

- **Accounting Assistant** Feature *"Santa Jaws"*
Production Accountant/Executive Producer - Daniel Lewis
- **Accounting Assistant** Feature *"Did I Kill My Mother?"*
Production Accountant/Executive Producer - Daniel Lewis
- **Accounting Assistant** Feature *"Christmas in Mississippi"*
Production Accountant/Executive Producer - Daniel Lewis
- **Accounting Assistant** Feature *"Mississippi River Sharks"*
Production Accountant/Executive Producer - Daniel Lewis

Production Office Department

- **Office Production Assistant** Feature *"A Deadly Affair"*
UPM: Sean O'Regan, Executive Producer: Daniel Lewis
- **Office Production Assistant** Feature *"Arsenal"*
Production Coordinator: Ian D. Navran
- **Office Production Assistant** Feature *"Precious Cargo"*
Production Coordinator: Ian D. Navran, UPM: Mary C. Russell
- **Office Production Assistant** Feature *"Isolation"*
Production Coordinator: Monica Mingo

SKILLS

Comfortable with office equipment
Time Management & Organization
Attention to Detail & Accuracy
Ethical Judgment & Integrity
Team Collaboration
Communication

SOFTWARE

Google Docs & Sheets
Emburse Professional
Microsoft Office
QuickBooks
Shopify
Adobe