

Julie Bunton Brackett

julie.m.brackett@gmail.com · 864.247.8004 · LinkedIn.com/in: Julie Bunton Brackett
Accounting Clerk/National Association of Certified Public Bookkeepers

Seeking to use my bookkeeping skills in the entertainment industry.

Media Experience:

2024 **Sound Mixer**, Reunion, Georgia Film Academy student short
2024 **Script Supervisor and Accountant**, Just A Coffee, Georgia Film Academy student short
2002 **Script Supervisor**, Juvenile Diabetes Research Foundation, Trident Technical College student PSA
1999 **Office Production Assistant**, The Cross, feature, Gino Cabanas/Producer
1998 - 1999 **Sound Operator**, Stage Productions for St. Petersburg College
1993 **Production Office Intern**, The Journey of August King, feature, Miramax, Sam Waterston/Producer

Skills:

Bookkeeper, Accounting Clerk, Executive Assistant, Travel Coordinator, Production Secretary
Communication, Self-disciplined, Detail-orientated, Fostering relationships, Customer Service
Software: QuickBooks, Excel, WebRez, OnQ, Opera, Entertainment Partners Smart Accounting
Certifications: Entertainment Partners Accounting 101, Association of Certified Public Bookkeepers Member

Education:

Film Production Certificate, Expected 2024, Georgia Film Academy
Production Accounting Certificate, 2024, Entertainment Partners
Bookkeeping Certificate, 2020, Tri-County Technical College

Work Experience:

2019 - 2024 **Guest Service Associate/Night Auditor**, Various Branded Hotels, Clemson, SC
2017 - 2019 **Caregiver**, Seneca, SC
2016 - 2017 **Resident Services Assistant Manager**, Clemson Lofts, Clemson, SC
2013 - 2015 **Assistant Manager**, Shoe Show, Seneca, SC
2012 - 2013 **Administrative Assistant**, Clemson University, Clemson, SC
2009 - 2011 **Executive Assistant**, Areva, Inc., Bethesda, MD
2003 - 2009 **Teacher**, Huntington Learning Center, Bethesda, MD
2003 - 2009 **Administrative Assistant**, JBS International, Inc. Bethesda, MD

References:

Lonnie Hughes, Actor, The Cross, lonniehues@yahoo.com

Lorena Melgar, Actress, The Cross, lorenamelgar@gmail.com

Echo Jones, Manager, Lakeside Lodge Clemson, 864-722-2500

Kim Swartz, Actor and Producer, The Cross, 310-880-0884, khs@kimhswartz.com

Jerry Tessendorf, Ph.D., Clemson University, jtessen@clemson.edu