

# ADRIENNE H. ELLSWORTH

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adrienne.ellsworth@gmail.com

406.396.2889

## Professional Experience

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### **Adventure Life** - August 2018 to Present - Missoula, MT

#### Bookkeeping Assistant

- Check and enter invoices from affiliates into company database for payment
- Assist Financial Manager with implementation and quality control of new payroll and time tracking software
- Handle sensitive customer payment information to ensure deposit into correct accounts
- Communicate with worldwide partners to ensure proper product pricing

### **Warm Springs Productions** - October 2012 to May 2018 - Missoula, MT

#### Production Coordinator

- Oversaw scheduling of multiple television shoots and managed shoot calendar
- Managed hiring paperwork and payroll for freelance employees
- Researched and purchased film permits, production insurance, and drone permits for national and international shoots
- Traveled to film sets as needed to manage logistics and schedule on site

#### Post Production Coordinator

- Ensured network deliverables are completed for all shows
- Worked with network representatives to resolve issues and ensure timely show delivery
- Managed transcription process for show cuts
- Assisted Supervising Producers with building and handling schedules

### **Montana Public Radio** - May 2011 to May 2012 - Missoula, MT

#### Anchor/Producer

- Built evening newscast rundown to ensure proper timing on air
- Researched national and international news stories for validity
- Anchored live nightly radio newscast for air across half the state
- Updated station's social media and website nightly with current news events

### **NBC Montana** - May 2010 to October 2012 - Missoula, MT

#### Anchor/Producer/Reporter

- Oversaw writing and building daily 6:00 and 10:00 newscasts
- Worked with Director to maintain newscast schedule during air
- Wrote, produced, and anchored cut-ins
- Shot, wrote, and edited breaking news stories as necessary

## Education

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### **University of Montana – Missoula, MT**

Bachelor of Arts – Broadcast Journalism, Radio Television Production – 2012

Bachelor of Science – Communication Studies – 2012

## Additional Skills

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Experienced with multi-line office phones, proficient in Microsoft Office, comfortable with both Mac and PC, strong organizational skills, experience handling and distributing petty cash, comfortable reading and comprehending legal documents, event planning experience, some knowledge of grant writing and fundraising, comfortable with QuickBooks Online