

Bex Murray

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(406) 579-8832

Bozeman, MT

EXPERIENCE

Penny Lane Home Builders

Assistant Contractor

June 2013-Present

- Completing and Managing projects on site
- Cleaning and Recycling on job sites
- Filing receipts, tracking hours, and invoices
- Supply runs: handling company credit cards and accounts

"Bring Them Home" - Thunderheart Media

Production Accountant

Jul 2021-Present

- Managing multiple project accounts in QuickBooks
- Cost Reporting and Bank Reconciliation
- Check Printing and Bill Payments
- Digital Document Management

Math is Hard: Film Production Accounting

First Assistant Accountant

Oct 2021-Aug 2022

- Managing Accounts Payable for 2-3 films across multiple accounting platforms
- Effectively communicating between vendors, production offices, and crew
- Facilitating and reconciling petty cash distribution accounts

Assistant Accountant

Apr 2021-Oct 2021

- Check printing/mailing and bill payments
- Office and calendar management

Accounting Clerk

Oct 2020-Apr 2021

- Document management

EDUCATION

Montana State University Bozeman MT

Bachelor of Arts, Film

Honors Distinction

English Literature Minor

SKILLS

- Detailed oriented, quick learner
- Office & Google Suites, Dropbox, Excel, Caset
- Digital document management
- Project and office management
- Strong verbal & written communication, self-motivated, & organized

"Yellowstone" – Paramount Network

Production Assistant-Various Departments

August-September 2020

- Personal assistant duties including shopping, calendar management, and home improvements
- Covid compliance-taking temperatures, crowd management, and supply stocking

History for Hire

Rentals and Returns Intern

Feb 2020

- Cleaning and restocking inventory
- Packaging shipping orders
- Cataloguing inventory

Bozeman Icedogs

Video Assistant

Aug 2019-Nov 2019

"Ouroboros"

Production Designer

Oct 2018-Dec 2018

References: Liz Reeve lizreeve@icloud.com, Dennis Aig dennisaig1@me.com, Amy Agzarian amy@catchlightfilms.com