

Elizabeth Ann Bradtmiller

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EXPERIENCE

2nd Accounting

Assistant

SEG Inc. SURVIVOR – Brazil (local and location)

Fall 2002

- ♥ Set up location office for 5 people
- ♥ Processed local and foreign payroll
- ♥ Petty cash custodian on location
- ♥ Helped 1st assistant with accounts payable

2nd Accounting Asst/
Casting Coordinator-
Location/Thailand

SEG, Inc SURVIVOR – Thailand (local and location)

Spring 2002

People's Choice Award

- ♥ Assisted local head accountant with all aspects of accounting duties
- ♥ Processed local payroll
- ♥ Escorted 8 contestant's "Loved Ones" to location
- ♥ Created itineraries for 8 people which included travel, hotel accommodations, foreign currency per diem, excursions, keeping within allotted budget
- ♥ Assisted CBS with "Loved Ones" Press needs.

Casting Assistant/
"Head" Video Logger

SEG, Inc SURVIVOR – Tahiti (Los Angeles, CA)

Fall 2001

Emmy nominated season

- ♥ Helped process and review contestant applications for show
- ♥ One-on-one contact with contestants during final selection
- ♥ Logged and trained new video loggers for Post Production Coordinator

Video Logger

SEG, Inc SURVIVOR – Africa (local and location)

Summer 2001

Emmy nominated season

- ♥ Logged all video
- ♥ Assisted Segment Producer

Client Care Coordinator

John R. Wood, Inc. REALTORS – Naples, FL

2000

- ♥ Licensed real estate agent
- ♥ Office Administrator, responsible for all aspect of customer service
- ♥ Prepare weekly client progress reports, develop marketing materials, brochures, marketing presentations, perform comparative market analysis, reception, database entry

SKILLS

PC/MAC proficiency, Microsoft Office, File Maker Pro-Pilotware, VISTA accounting database, 50 WPM typing proficiency

EDUCATION

University Of Florida, Gainesville, FL
Bachelor of Arts, English, Spring 1997

Ed Klopfer School of Real Estate, Naples, FL
Licensed Real Estate Agent, 1998

References gladly offered upon request