

Katharine S. Hoetzer

409 Cherrywood Court, Perkasio, PA 18944 • Khoetzer@gmail.com • (c) 610-416-9057 • IATSE Local 161

PRODUCTION EXPERIENCE

1st Assistant Accountant | “Tires - Season 2” | Netflix Productions LLC | West Chester, PA

Key: Jamie Rodriguez-Davenport | Payroll: Alex Huebner

9/3/2024-2/7/2025

2nd Assistant Accountant | “Severance - Season 2” | Eye on the Ball Enterprises | Bronx, NY

Key: John Vennema | 1st: Neal Andrus

10/10/2022-8/17/2024

2nd Assistant Accountant | “Family” | Wyncote Family Film Inc | Kingston, NY

Key: Sara Lane | 1st: Neal Andrus

5/31/22-9/21/2022

Key 2nd Assistant Accountant | “Servant - Season 4” | Uncle George Productions | Garnet Valley, PA

Key: Bernice Moschini | 1st: Foxy Squire

11/15/2021-5/13/2022

2nd Assistant Accountant | “Servant - Season 3” | Uncle George Productions | Garnet Valley, PA

Key: Kevin Landry | 1st: Rip Russell

2/6/2021-7/31/2021

2nd Assistant Accountant | “Mare of Easttown” | Random Productions | Aston, PA

Controller: Doug Moreno | Key: Rudy Coblentz

9/30/2020-2/5/2021

Payroll Clerk | “Mare of Easttown” | Random Productions | Aston, PA

Controller: Doug Moreno | Key: Rudy Coblentz

9/16/2019-9/29/2020

SKILLS & SOFTWARE

- | | |
|----------------------|-----------------|
| - EP SmartAccounting | - CASHét |
| - EP SmartPO | - Dropbox |
| - PSL | - DocuSign |
| - DPO | - Adobe Acrobat |
| - GreenSlate | - RABS |

RELATED EXPERIENCE

University of Pennsylvania

Philadelphia, PA

Administrative Coordinator/Project Assistant

October 2018-August 2019

- Coordinated and managed client projects and business engagement initiatives that were funded by the Department of Community and Economic Development.
- Scheduled meetings and maintained the calendar for the Vice Provost for University Life.

REFERENCES

Jamie Rodriguez-Davenport, Production Accountant, C: 940-391-4449, E: jamieladavenport@gmail.com

Greg Brohamer, Payroll Accountant, C: 760-844-2661, E: gregbrohamer@gmail.com

Neal Andrus, First Assistant Accountant, C: 607-206-6818, E: nealandrus@gmail.com

PROFESSIONAL DEVELOPMENT

Pennsylvania State University

Abington, PA

Bookkeeping Certificate

October 2020-January 2021

Project Management Certificate

January 2018-December 2018

EDUCATION

University of Pittsburgh

Pittsburgh, PA

Bachelor of Arts

August 2009-April 2013

Majors: Sociology and Urban Studies; Minor: Social Work