

KELLIE FUREY

New York, NY | Charleston, SC

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PROFESSIONAL EXPERIENCE

ADDITIONAL 2ND ASST. ACCOUNTANT, *THE RIGHTEOUS GEMSTONES S4*

Sept 2024-Oct 2024

HBO | Charleston, SC

- Entered invoices into SmartAccounting while communicating with various departments to verify all expenses
- Coded invoices before routing to Department Heads, Production Controller, and UPM for approval

TRAVEL COORDINATOR, *THE DAILY SHOW*

Feb 2024-Sept 2024

Comedy Central | New York, NY

- Booked travel for 200+ crew, talent, and personnel for the Republican and Democratic National Conventions
- Created daily Production Assistant schedules and managed a team of 20+ local PAs, assigning and overseeing tasks such as Audience Services, Drivers, Runners, and General Office
- Directed a team of 15 shuttle drivers to commute crew to and from the venue in a timely fashion, accounting for staggered start times, road closures and heightened security surrounding the RNC and DNC

PRODUCTION ASSISTANT, *THE DAILY SHOW*

Oct 2023-Dec 2023

Comedy Central | New York, NY

- Assisted in prompt distribution of scripts and rundowns for rehearsal and show taping
- Transcribed audio clips, labeled episodes' musical cues, and screened episodes for glitches for post-production

ADDITIONAL OFFICE PA, *BEFORE S1*

June 2023

AppleTV+ | Carlstadt, NJ

- Created and distributed call sheets, generated sides, and maintained extensive inventory of production files
- Maintained office space and functionality by completing timely production runs and handling phone coverage

ONBOARDING COORDINATOR, *THE RIGHTEOUS GEMSTONES S3*

Feb 2022-Feb 2023

HBO | Charleston, SC

- Managed onboarding registration and processing for 500+ production crew, as well as verified I9 documentation
- Processed the purchase cards statements for several departments while following the budget to ensure accuracy

ACCOUNTING CLERK, *THE RIGHTEOUS GEMSTONES S2*

July 2021-Dec 2021

HBO | Charleston, SC

- Responsible for posting invoices, purchase orders, and check receipts from multiple departments
- Provide administrative support such as answering phones, inbox management and filing

TALENT ASSISTANT, *SPEAKERS*

Jan 2020-May 2020

United Talent Agency | New York, NY

- Created detailed event profiles for speaking engagements outlining day-of-show procedures
- Scheduled and took detailed notes during all departmental and creative meetings

NBC EAST COAST PAGE

Aug 2018-Dec 2019

NBCUniversal | New York, NY

Rotational program including work on **Saturday Night Live**, **The TODAY Show**, **Late Night with Seth Meyers**, **The Tonight Show Starring Jimmy Fallon**, and the following assignments:

- *Late Night with Seth Meyers/Saturday Night Live* | Digital
 - *The Last Word with Lawrence O'Donnell* | Talent & Booking
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EDUCATION

Bachelor of Science | Business Management

University of South Florida, May 2018

Muma College of Business 25 Under 25 Honoree

SKILLS

Cast & Crew, EP, Final Draft, CashET, Scenechronize, DPO, DocuSign, iNews, Concur, Adobe Suite, Outlook, Microsoft Office, Google Suite