

# MOLLY KATE MESERVEY

## CONTACT

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## SKILLS & SOFTWARE

Vendor Management System (VMS)  
Smart Accounting CASHét  
Scenichronize Clerical Duties  
Kissflow Organization  
Movie Magic Softwares Teamwork

Adobe Creative Cloud  
MS Office Suite  
Administration  
Smart Accounting



## PROJECTS

### VARIOUS PROJECTS • 2016-

Select Works:

#### Producer

*SUBSUMED: THE LAST STRAW*

Documentary

Beaufort School District Educational Material

4Ocean Event Educational Video

#### Producer

*CHOSEN*

Documentary

Winner at New York City Downtown Short Film Festival

Official Selection Atlanta Shortsfest

#### Line Producer

*THE C-47'S*

Narrative - Short

Winner at Atlanta Comedy Film Festival (The C-47's)

Official Selection at Wasteland Film Festival (The C-47's)

Honorable Mention at Gorst Underground Film Festival (The C-47's)

Official Selection at Amsterdam Lift-Off Film Festival (The C-47's)

## EDUCATION

### SAVANNAH COLLEGE OF ART AND DESIGN • 2019

BA Film and Television

Producing for Film and Television Minor

### NEW HAMPSHIRE INSTITUTE OF TECHNOLOGY • 2016

AA Visual Arts

## PRODUCTION EXPERIENCE

### AMC (FEAR THE WALKING DEAD S8) • 2022-23

2nd Assistant Accountant

Production Accountant: Lisa Edwards, Scott Willman

### APPLE STUDIOS LLC (PAX) • 2022

Accounting Clerk

Production Accountant : Kristina Soderquist

### NBC (THE GIRL FROM PLAINVILLE) • 2021-22

Accounts Payable Clerk

Production Accountant: Elizabeth Guste

### NBC (COUNCIL OF DADS, S1.) • 2020

Office Production and Accounting Assistant

Production Coordinator: Chloë Mexile

Production Accountant: Elizabeth Guste

## OTHER EXPERIENCE

### HRC TOTAL SOLUTIONS • 2020-21

Enrollments Specialist

Working as a member of a third-party employment benefits company, I processed individual and group enrollments by entering information into CRM Systems. I also processed and researched cases and inquiries in the enrollments queue. This position required me to collaborate with other departments, participants, and points of contact via e-mail and phone to research enrollment issues.