

Keenan Duke

Agency REALLIFE Pictures Inc
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Work Experience

NBC Universal – “The Kelly Clarkson Show”, Universal City, CA

1st Assistant Accountant (September 2019 – Present)

- Manage all aspects of the accounting department outside of payroll, including accounts payable, purchase orders, purchase cards, and weekly reports.
- Work closely with Production Accountant to handle any department needs and/or issues, as well as with our Production Finance Executive and Corporate Finance Department.

NBC Universal – “Access Hollywood”, Universal City, CA

Accounting Clerk (March 2016 – September 2019)

- Oversee our accounts payable, petty cash, purchase card and timecard documents for scanning.
- Input NBC employees’ weekly timecards and handle the distribution of crew member paychecks.
- Manage and organize distribution change and journal entries.

NBC Universal – “Access Hollywood”, Universal City, CA

Production Assistant (December 2013 – March 2016)

- Functioned as assistant music coordinator creating cue sheets and logging music information.
- Served as the onstage photographer during Access Hollywood Live for social media purposes.
- Wrote several articles for the AH website.
- Assisted production coordinator with any, and all, production needs.

Sony Pictures Television – “Welcome to the Family: Pilot”, Culver City, CA

Production Assistant (February 2013 – March 2013)

- Performed administrative duties such as filing, handling incoming calls, copying and delivering production documents, location assistance, as well as navigating daily activities with producer.

Sony Pictures Television – “Rules of Engagement”, Culver City, CA

Production Assistant (August 2012 – January 2013)

- Performed administrative duties such as filing, handling incoming calls, copying and delivering production documents, along with navigating daily activities with producer.
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Education

Vancouver Film School (Vancouver, BC, Canada)

May 2011 – April 2012

Writing for Film & Television Program

University of Texas at Tyler (Tyler, TX)

August 2008 – December 2010

Major: Speech Communication

Minor: Psychology