

Kelly REDMOND

Gold Coast

Mobile: 0414 745 205

kredmondfilm@gmail.com

Professional Summary

I am a professional accounting, SFX, Costume administrator/coordinator with exceptional management and organizational skills, extensive experience and a motivated and engaging demeanor.

Having worked across a wide range of industries and multiple film/tv productions of various sizes I have experience with a large range of accounting packages and am familiar with most challenges facing a modern accounts or office team.

Experience in roles such as coordinating & departmental accountant has provided me with the resource management, team leadership and problem solving skills required to create a highly efficient and engaged department.

I enjoy living an active lifestyle including mountain biking and have lived on the Gold Coast for over 35 years. I'm loyal to my employer and find working within a team environment very rewarding.

Skills

Accounts Management

- *Budgeting*
- *Accounts Payable & Receivable*
- *Petty Cash Reconciliations*
- *Statement reconciliations*
- *Chart of Accounts*
- *Purchase order management*
- *Assets*
- *Balance Sheets*
- *Financial Audits*

Office Management

- *Office Administration*
- *Crew Bookings/Contracts*
- *Product Sourcing / Buying*
- *Resource Management*
- *Team leadership*
- *Event management*
- *IT Administration (including assisting with the roll out of a new accounting package)*

Accounting Software

- *Ezy PO*
- *Vista Accounting*
- *PSL*
- *Eclipse Accounting*
- *MYOB*
- *Deputy Employee Scheduling*
- *SAP*
- *Redmap (including capture point)*

Career History

VARIOUS FILM/TV PRODUCTIONS

*** Formerly known as Kelly HEAD ****

The Mark (Hoodlum Productions)
Godzilla x Kong: Supernova
Monarch – Legacy of Monsters S2
Spit
La Brea S3
Rock Island Mysteries S2
Land of Bad (Hoodlum Productions)
Nautilus – Moon Stories (Australia) P/L
Ticket To Paradise
The Wilds S2
Thor - Ragnarok
King Kong – Skull Island
Pirates of the Caribbean 5
– Dead Men Tell No Tales
I’m a Celebrity Get Me Out Of Here
San Andreas
Mako Mermaids – Island of Secrets
Reef Doctors
Narnia – The Voyage of the Dawn Treader
Terra Nova
The Ruins
Big Brother 8
Fool’s Gold
Monarch Cove
The Proposition
The Great Raid
Farscape – The Peacekeeper Wars
Salem’s Lot
Inspector Gadget 2
The Outsider

SFX Office Manger
Costume Coordinator
Art Department Coordinator
Art Department Accountant
Costume Accountant
1st Assistant Accountant
2nd Assistant Accountant

2001- 2025

Career History (Cont.d)

WYNDHAM DESTINATION ASIA PACIFIC

Payment Services Administrator

Mar 2017 - 2019

LUCENT TECHNOLOGIES N.Z LTD
Wellington, New Zealand

Finance Administrator

July 2000 – Dec 2000

WYMARK INSURANCE BROKERS
Southport, QLD

Officer Manager

Jan 2000 – Mar 2000

Referees

Julian Summers
SFX Supervisor
0407 678 770

Sharon Miller
Line Producer
0418 757 046

Helen Maggs
Costume Supervisor
0409 644 466

Dean Hood
Financial Controller/Production Manager
0438 886 284