

# Kelly L. Brennan

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(631) 404-2900

## EXPERIENCE

**GROUP M** New York, NY/Los Angeles, CA (*Remote*)

*Senior Billing Coordinator: Universal Pictures & Focus Feature accounts*

*Feb. 2016 – Current*

- Match invoices to media buys and approve for payment
- Liaise between the media team and billing department to ensure financials are in order and clients are billed accurately
- Ensure that client accounts are in good standing and invoices have been processed for payment
- Resolve discrepancies with vendors and media teams
- Contact sites for missing invoices
- Update and enter PO's for cable and network
- Maintain and send out weekly Network Prime Schedule for all Directors, managers, and buyers
- Assure the networks bill Home Entertainment units separate from Picture units

**WARNER BROS. STUDIO OPERATIONS.** Burbank, CA (*Remote*)

*Jan. 2018 – June 2022*

*Senior Clerk*

- Handle weekly billing for all current productions on stages and backlots
- Run daily Air Conditioning reports for usage on each stage
- Draft up legal Memos, Amendments, Studio License Agreements or License and Indemnity's between the Warner Brothers and clients for upcoming projects. Once agreed upon between both parties, documents are sent through Adobe sign for signature.
- New Bookings- Obtain all applicable forms, insurance, and deposits for new bookings. Distribute new booking information and other pertinent production or new tenant information to appropriate studio personnel
- Stage Billing- Facilitate billing for power usage, stage usage, air condition usage, engineering (billable hours or power hookups), security and other billable production services.
- Ensure billable requests are quoted/PO'ed and billed

*Junior Clerk: POST-PRODUCTION SERVICES*

- Greet Clients and Visitors
- Help maintain workplace security by issuing, checking, and collecting badges and maintain visitor logs
- Answering, forwarding, and screening phone calls
- Assist Head of Technology and VP of Operations
- Maintain parking, conference room and employee vacation calendars
- Ensure Daily, Monthly and Yearly Drive on's are up to date for clients and vendors

- Assist Clients/ Producers and Post Supervisors with Concierge Service for Theatrical and Television reviews sessions such as: *Empire, Bosch, Deadwood, Lego 2, A Star is Born, IT 2, Doctor Sleep, Joker, The Goonies-Remastered, The Shinning Remastered and 2001 Space Odyssey- Remastered*
- Update QC (Quality Control) reports with scan logs and upload to the box
- Prepare PO's for scanning and preservation work
- Send updated weekly emails for Scanning and Preservation work that still needs to be completed

**NORTHWELL HEALTH** Manhasset, NY

*March 2017 – Nov. 2017*

*Clinical Practice Plan Rep*

- Obtain all necessary information and enter it into the billing system for timely and accurate billing and collection.
- Consistently reviews registration information according to CPP policies and procedures.
- Performs additional tasks required to successfully complete registration.
- Follows account through payment or rejection and prepare a plan of action to proceed.
- Notifies patients when insurance coverage did not cover services course of treatment.
- Uses knowledge of the IDX system when entering information concerning registration and charge entry

**BOSS FACILITY SERVICES** Ronkonkoma, NY

*June 2011 – March 2015*

Billing Lead

- Work closely with Billing Assistant to facilitate workflow.
- Prepare and submit client invoices
- Batch billing
- Create excel reports/invoicing
- Ensure that submitted information is accurate and in compliance with company standards
- Preparing and processing work in progress and billings to ensure that all client invoices are billed accurately, consistently within client requirements and on a timely basis
- Assessing current billing operations, offering recommendations for improvement, and implementing new processes

**DUTCH GIRL CLEANERS** Bridgehampton, NY

*Sept 2000 – April 2016 Manager*

- Manage Monthly Customer Billing
- Set up new Customer accounts
- Manage weekly employee scheduling and payroll
- Customer Service: Take in customers items, log items, and distribute. Answer all questions and concerns.
- Manage store inventory

**EDUCATION**

New York Institute of Technology - Old Westbury, NY

Bachelor of Science and Fine Arts

Major: Communication Arts

## **SKILLS**

Proficient in Microsoft Word, Excel, Outlook, Databasics, IDS, Service Channel, DDS, MediaOcean, IDX , MediaPulse , Salesforce, Gator, Adobe , Adobe Sign, Plan On, Square