

Kaleb Friudenberg

979-201-1909

kalebfriudenberg@hotmail.com

Education

Bachelor of Science in Agriculture Business

Specialization in Horticulture

Texas State University, San Marcos, Texas

May 2022

Experience**2nd Assistant Accountant**

Eye Productions, Inc. - "Walker S4"

November 2023 - Present

- Utilized accounting platform for film and television industry professionals such as Smart Accounting, SmartPO, Scenchronize, Cashet and visual vault.
- Coded AP/CASHet, entered invoices/employee reimbursements, processed checks, managed virtual and physical filing systems.
- Communicated with vendors regarding intake, documentation, and credit memos.
- Sent out invoices for approval and ensured timely payment.
- Ensured accurate completion of documents for state tax incentives, facilitating compliance with tax regulations.

Valet Guest Service Captain

Townepark/JW Marriott

May 2023 - Present

- Supervised valet parking team, ensuring efficient operation and excellent guest service.
- Managed parking equipment and trained valet attendants on customer service and safety protocols.
- Greeted guests, assisted with parking procedures, and handled inquiries or special requests.
- Monitored parking lot capacity and traffic flow, addressing issues promptly.
- Maintained accurate records and collaborated with other departments for special events.
- Ensured cleanliness and organization in the valet parking area.

Accounting Clerk

Eye Productions, Inc. - "Walker S3"

May 2022 - May 2023

- Utilized accounting platform for film and television industry professionals.
- Coded AP/CASHet, entered invoices/employee reimbursements, and managed virtual and physical filing systems.
- Communicated with vendors regarding intake, documentation, and credit memos.
- Sent out invoices for approval and ensured timely payment.

Clerk

Ports America/Red Hook/International Longshoremen's Association, Freeport, Texas

2018 - 2022

- Documented cargo movements and damages for import and export operations.
- Transported and distributed products.
- Held Transportation Worker Identification Credential (TWIC) Escort role.

Sales Associate/Laborer

Capt. Mark's Seafood, Freeport, Texas

Feb 2016 - Aug 2018

- Managed day-to-day operations and provided customer service.
- Ensured product transport/distribution and maintained quality control.

Skills

- Organized
- Charismatic
- Detail-oriented
- Reliable
- Honest
- Not afraid to ask questions
- Team Player
- Problem Solver

Professional Affiliations

International Longshoremen's Association (2018 - Present)

Professional Credentials

TWIC: Transportation Worker Identification Credential

Service Activities

Herbaceous Plants (Service Learning) - 2021

Volunteering at Goodwill - 2020

References

Available upon request