

Allegra Denes

214.476.9566 | apdenes@gmail.com
2124 E Karen Terrace, Mustang, OK 73064

CREDITS

[Various Industrials, Additional PA, AC Denes Communications](#)
Dallas, TX

Went on runs as needed, broke down and carried equipment, assisted with lock ups, wrapped cables

OTHER WORK EXPERIENCE

[Joint Interest Billing Accountant, Blake Production Co.](#)
Oklahoma City, OK – November 2023 - Present

Manage the payout process for operated properties ensuring compliance and timely issuance of payout statements to all parties. Reconciliation of the payout master database to the system of record. Analyze partner receivable accounts for three operating companies ensuring efficient, timely and accurate payment. Maintain AR reports for documenting issues and collection efforts. invoices. Prepare monthly journal entries as required.

[Accounting Administrative Assistant, Blake Production Co.](#)
Oklahoma City, OK – February 2022 - November 2023

Verify, log and mail checks, including expediting special handling. Handle the administrative needs of the AP/Finance Department. Help with internal and external audits as required. Accomplish full-cycle A/P. Open, organize, and distribute department mail daily. Sort, log, scan, and file invoices, checks, and other documents. Schedule travel, make hotel and restaurant reservations as needed.

[Summer Camp Instructor, Wilderness Awareness School](#)
Duvall, WA - June 2021-September 2021

Responsible for supervising up to 10 kids at a time with minimal support or supervision. Taught wilderness survival skills and naturalist skills using the 8-Shields Model and Coyote Mentoring method, including facilitation through stories, songs, games, observation, and sensory awareness activities. Demonstrate knowledge of Pacific Northwest hazards, wildlife, tracking, edible/medicinal plants, navigation without map/compass, field ecology, trees, survival techniques, birds/birdsong, and awareness of local Indigenous Nations and right relations.

Coach, Pacific Axes

Redmond, WA – September 2020 - January 2022

Responsible for calling the client the day before the event to explain a little of what to expect when they arrive and to answer any last minute questions or concerns they may have. Welcomes newcomers, has clients sign waivers and takes payments.

Responsible for promoting social media, explaining safety rules and demonstrating axe throwing technique. Runs a group practice while working one-on-one with each person to improve their skill set. Leads the group through a set of mini games and a final championship tournament. Clean up and replaces boards.

Coach, Bad Axe Throwing

Oklahoma City, OK – October 2019 - August 2020

Leadership: represents the face of Bad Axe to share our axe enthusiasm in a fun & professional manner. Coaching: helps customers learn how to throw well enough to enjoy themselves. Operations: guides the smooth conduct of events, including tournament set-up, scoring, payment processing etc. Safety: ensures equipment is to standard, procedures followed, & first response.

Facility Coordinator, MicroTek

Chicago, IL – August 2014 - August 2019

First point of contact, order and manage the delivery, presentation, and quality of daily facility catering. Ordered catering for up to 200 people daily. Stock and maintain office supplies. Maintain Copier/Printer/Fax paper stock and area organization. Perform building walks to check on facility conditions, reporting on items for repair or maintenance. Supports all workplace services in problem solving associated with all building services including: janitorial, food service, coffee services, vending, badging, and conference rooms. Provides support for all conference rooms, ensuring they are organized and client ready.

EDUCATION

Film Crew Institute - Set Ready Course

University of North Texas; Denton, TX – BA Theater, Minor English

SKILLS

Driver's License (with reliable transportation), Technology/Computer literate: Microsoft Office Suite, iOS, Adobe Premiere Pro, DaVinci Resolve, Audacity, Quickbooks; DSLR Camera and willing to take BTS photos; Type 70 WPM; Wilderness First Aid/CPR certified; Confident in commanding large groups of people; Confident in working with animals and children; Van owner and willing to transport cargo