

**Education**

Bachelor of Arts: Film, Columbia College Chicago (2006)

**Objective**

Assistant Accountant

**Highlights**

- Over ten years experience in accounting, incl. A/P, POs, JE, P-Card reconciliation, PC & assisting P/R
- Proficient in professional interaction with all levels of management/staff and clientele
- Experience with PSL; wire payments (international/domestic); foreign banks; tax incentives; audit prep
- Experience with Studio manuals and procedures

**ACCOUNTING/OFFICE EXPERIENCE**

**2<sup>nd</sup> Assistant Accountant**, Baywatch (Paramount Worldwide Productions Inc) 2016

- \*Assisted with PO/PC/P-Card coding/entry
- \*Assisted with TA coding/entry
- \*Assisted with printing A/P checks

**Key 2<sup>nd</sup> Assistant Accountant**, Gifted (Fox Searchlight) 2015

- \*Assisted with prepping/wrapping accounting office
- \*Assisted with audit prep (including tax incentive coding)
- \*Responsible for P-Card coding/entry/reconciliation
- \*Responsible for delegating duties to Accounting Clerks
- \*Responsible for vendor account set-up and clearing applications with Legal
- \*Assisted with distributing payroll checks, PC, kit rental checks and per diem
- \*Assisted with printing A/P and payroll checks

**Key 2<sup>nd</sup> Assistant Accountant**, Wilson (Fox Searchlight) 2015

- \*Assisted with audit prep (including tax incentive coding)
- \*Responsible for matching POs, entering POs and A/P, vendor account set-up
- \*Responsible for printing A/P checks and assisted w/coding POs and A/P

**Key 2<sup>nd</sup> Assistant Accountant**, Sense8 (Netflix) 2014-2015

- \*Responsible for matching POs, entering POs and A/P, distributing paychecks to crew (production/post production)
- \*Responsible for performing check runs/processing wire payments (production/post production)
- \*Responsible for distributing PC (post production)
- \*Responsible for printing payroll checks (production/post production)
- \*Responsible for bank and credit card reconciliation (post production)
- \*Responsible for journal entries (post production)
- \*Assisted payroll accountant with preparing/reviewing start paperwork (production)
- \*Assisted with prepping/wrapping Accounting office (production)

**Additional 2<sup>nd</sup> Assistant Accountant**, Jupiter Ascending (Warner Bros) 2013-2014

- \*Assisted with matching POs, entering POs and A/P, distributed paychecks to crew on set
- \*Performed check runs, assisted w/distributing PC to crew on set and logged/distributed blank POs
- \*Assisted payroll accountant with preparing start paperwork
- \*Assisted with prepping/wrapping Accounting office

**Office Assistant**, Mind Games –Pilot (20<sup>th</sup> Century Fox Television) 2013

- \*Responsible for distributing daily reports, creating/updating crew list
- \*Responsible for document distribution to cast/crew (call sheets, crew lists, scripts, shooting schedule, etc.)
- \*Assisted payroll accountant with preparing start paperwork
- \*Assisted production coordinators with prepping/wrapping Production office