

Park Seaman

919-724-3216 – Boston, Massachusetts - ParkLSeaman@gmail.com

Artists Equity-Apple TV+ Charlestown, MA

March 2023 – April 2023

Accounting AP Clerk – Feature Film *Quincy* 2nd unit

- Input vendor and crew W9 info, purchase card information into Smart Accounting, purchase orders in SmartPO, and organize Caset purchase card reporting and import.
- Maintain timely and organized payment routing via DocuSign.
- Organize and file paperwork based on studio auditing standards and generally help accounting workflow.

HBO Max Norwood, MA

July 2022 – February 2023

Payroll Clerk – TV Series *Julia* Season 2

- Provide input support for weekly timecard processing and maintenance of appropriately filed paperwork and payment history via EP SmartStart and SmartAccounting.
- Organize distribution to departments and between paymaster and production.
- Audit SAG, WGA, cast union and non-union reporting to ensure timely and accurate accounting.
- Process background payments and vouchers and release payments through RABS.

New Line Cinema-Warner Bros. Devens, MA

November 2021 – June 2022

Accounting AP Clerk – Feature Film *The Parenting*

- Maintain optimized, timely filing and organization of AP materials, match and code invoices, and maintain point of contact and remittance communication with vendors.
- Input purchase orders, check requests, and invoices, and in both PSL and DPO.
- Audit vendor and payment reports and check registers to ensure compliance with studio accounting requirements and audit payroll files via Cast & Crew.

EDUCATION

August 2021

Boston University Bachelor of Arts – International Relations

Pardee School of Global Studies. Major concentration in economics, business, and politics, with a regional focus in Latin America. Graduate level seminar coursework in governance and development, coordinating solutions to financial issues in monetary and fiscal policy, and successful implementation of a multinational management strategy. Capstone research paper on Latin American sociopolitical development.

QUALIFICATIONS SUMMARY

- Outlook, MS Office, Adobe Acrobat & Sign, DocuSign
- SAP, PSL, DPO, EP Smart accounting, Smartstart, Cast & Crew, Run a Better Set (RABS)
- Limited experience with Caset & CasetPay
- Training in Media Services - ShowBiz WGA, SAG, and Film/TV timecards