

Logan Santee

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Professional Summary

- Experienced 1st Assistant Accountant/Payroll Assistant capable of multi-tasking in an orderly fashion. Seeking challenging position where learning and growing is available. Experience in multiple movie budgeting software programs. Well-practiced in tracking expenses and reconciling accounts.

Skills & Abilities

- Well versed in Media Web
- Experience with PSL+
- Experience with Smart Accounting
- Knowledge of PEX Payment platform
- Knowledge of Cashed Payment platform
- Experienced in Movie Magic Budgeting
- Monthly Bank and Credit Card Reconciliation
- Proficient in Excel
- Experienced in QuickBooks
- Strong communication skills
- Experienced in Greenslate
- GAAP understanding
- Digital workflow expert

WORK HISTORY

- It's What's Inside - Reshoots - May 2023
 - Union Payroll Processing
 - A/P Processing
- Cash Out 2 - February 2023-May 2023
 - A/P Processing
 - Cashed
- Americana Dream – October 2022 thru December 2022
 - KY Tax Incentive
 - 1st Assistant
 - A/P Processing
- Tulsa King – TV Show – March 2022 thru September 2022
 - OK Tax Incentive
 - 2nd Assistant
 - A/P Processing
 - PO Inputting and processing

- F'in Identical Twins – January 2022 thru March 2022
 - 1st Assistant
 - A/P Processing
 - CA Tax Incentive
- The Hill – November 2021 thru December 2021
 - 1st Assistant
 - PEX Card Reconciliation
 - A/P Processing
 - Weekly Report Cross referencing
 - Georgia Tax incentive
- Muti – October 2021 thru November 2021
 - Close out PEX cards
 - Digital Workflow
 - Mississippi Tax Incentive
- Chestnut – Indie Film – October 2021 thru November 2021
 - PEX Card Reconciliation
 - A/P Processing
 - Payroll Assisting; time card entry and grossing using MediaWeb
 - Pulling reports/reconciling
- Meet Cute – Movie August 2021 thru October 2021
 - PEX Card Reconciliation
 - A/P Processing
 - Digital Workflow
 - Payroll Digital onboarding
- Relative Justice S1 – TV Show April 2021 thru July 2021
 - A/P Processing
 - PC Entry
 - Digital Workflow (Dropbox, Filing, Onboarding)
 - Kentucky Tax incentive
- Spring Movie – Feature April 2021
 - PC entry
 - Digital Workflow
- The Other Two – TV Show May 2021
 - Digital Workflow
 - A/P Processing
 - Organizing Checks and Invoice statements

Education

| GRAND CANYON UNIVERSITY

- Currently Enrolled

| QUICK BOOKS CERTIFICATION

- Currently Enrolled

| 2015 | HIGH SCHOOL DIPLOMA

- Plattsmouth High School