

# MAYA PENNA-SCHEER

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**Highly organized, adaptable payroll specialist** successful at managing multiple priorities in any environment, pursuing accounting or post production roles that leverage my technical savvy, solution-oriented mindset, and collaborative spirit.

## EXPERIENCE

### **Payroll Coordinator | Crazy Maple Studios | Remote**

May 2025 – Present

Performs all 1099 onboarding, invoicing, and troubleshooting responsibilities for cast, crew, and background on 2-3 non-union productions per month, primarily utilizing Google Workspace and Adobe Acrobat.

Builds digital resources including day-out-of-days tracker and e-signature form templates to aid in automating payroll process without additional expenses.

Translates per-project task lists into a working calendar database for adapting replicate tasks to varying production schedules.

### **Payroll Accountant | “Clean Hands” | Atlanta, GA**

March 2025 – May 2025

Spearheaded paper and digital (Hello TIM, CAPS) on-boarding for cast, crew, and background on SAG Low-Budget Theatrical feature.

Reviewed and processed crew timecards and batches via Media Services Crew & Client Portals and wrote paper SAG timecards on a weekly payment schedule.

Developed a project management database via Notion, enabling turnaround times capable of paying 5+ weeks of timecards for a single crew member, from onboarding to invoice approval, within a single workday.

### **Second Assistant Director | “Death Name” | Atlanta, GA**

April 2024 – May 2024

Acted as cast's point of contact, delivered critical documents and consistent communications for schedule and script revisions via email and phone.

Created and distributed call sheets built with G-Casper, time sheets, and production reports for 50-person crew, implementing midday and end-of-day corrections.

Supported the 1st Assistant Director in completing daily objectives on 12+ hour production days.

### **Crew | Trader Joe's Company | Winston-Salem, NC**

September 2023 – April 2024

Maintained a clean and organized sales floor during peak business hours and holiday seasons.

Provided personalized assistance to customers and product recommendations, resulting in the individual store's record-breaking sales week-over-week.

Collaborated with team members to execute store promotions and train new employees on store policies and procedures, contributing to a cohesive team environment.

### **Accounting Clerk, Post Accountant | “A Little Prayer” | Winston-Salem, NC**

May 2022 – February 2023

Managed accounts payable and receivables, payroll, crew expenditures, and bank reconciliation for low-budget feature via Greenslate, ensuring adherence to chain of command and SAG and IATSE contracts.

Organized filing systems and accounting workflows, making crucial financial information easily accessible online via Google Drive and offline via hard drive.

Utilized idle periods to identify and resolve timecard variances, immediately expediting payroll turnaround after implementation.

### **Post Coordinator | “A Little Prayer” | Winston-Salem, NC**

August 2022 – December 2022

Streamlined production to post-production transitions by serving as a pivotal liaison among director, producers, and assistant editor, providing timely ad hoc assistance at a moment's notice.  
Coordinated organizing and shipping of film assets, ensuring efficient retrieval and use for Sundance premiere.  
Generated Google Forms audience surveys, Excel credit sheets, and Adobe Acrobat forms for signature tracking.

### **Founder / Producer | eSemble Virtual Ensemble Editors | Durham, NC**

April 2020 - April 2021

Oversaw music video productions of up to 20+ musicians participating virtually amidst COVID-19 shutdown.  
Created service packages based on sliding scale involvement structure, including the option of original step-by-step guides for clients to film and edit video performances with minimal-or-no video experience.  
Supervised all aspects of business, pre-visualization, and post-production & delivery to meet clients' creative visions within budget.

## **EDUCATION**

### **Bachelor of Fine Arts in Filmmaking | University of North Carolina School of the Arts**

August 2019 – May 2023

3.76 GPA | Applicable coursework: Budgeting & Scheduling, Production Financing, Non-Profit Arts Management

### **Other Education**

**Accounting Foundations: Understanding the GAAP** | LinkedIn Learning | February 2025

**Learning Airtable** | LinkedIn Learning | August 2024

**Eye on Film Apprentice** | Greater Hartford Arts Council | June 2018 - August 2018

## **SKILLS**

Administrative Support | Adobe Suite | Airtable | AP/AR Reporting | Attention to Detail | Calendar Management | CASHét | Customer Service | Databases | Digital Onboarding | Document Tracking | Google Suite | Invoices | MS Office Suite | Payment Processing | Proactive Problem-Solving | Solution-Oriented | Verbal & Written Communication | Zoom

## **VOLUNTEERING**

**Founder / Moderator** | Unemployment Anonymous | October 2024 - Present

**Handler** | Angel City Pit Bulls | July 2024 - February 2025

**Clinic Recovery Assistant** | Animal Balance | December 2024