

**Software Skills**

**Proficient in Entertainment Partners Classic Vista & Global Vista, Media Win, EASE, Showbiz Timecards, EP Scheduling & Budgeting, Hot Costs software, PSL3, TView, Optimus, FileMaker Pro, SAP, Microsoft Word, Excel, PowerPoint, Access, Outlook, QuickBooks, and Lotus Notes.**

**Production Experience**

**Duties include:** Processing accurate start paperwork, non-union payroll (currently learning Union Payroll, WGA, IATSE, DGA, TEAMSTERS, AFTRA, SAG), knowledge of tax incentives, maintained pristine accounting records for both internal and external audits. Managed Petty Cash, PCards, P.O.'s and Per Diem disbursements, performed day to day data entry in accounting system, opened new accounts with vendors, tracked and managed all purchase orders for on-going rentals, and accounts payables. Reconciliation of credit card accounts and bank statements, journal entries, bi-weekly cost reporting, tracked all inventory and assets (per production). Maintained all policies and procedures mandated by Sarbanes Oxley.

**Television**

**TeenWolf2 Productions** **2012**  
**MTV/Viacom**  
**2<sup>nd</sup> Assistant Production Accountant**  
TeenWolf Season 2

**Tyler Perry Studios**  
**TBS** **2011-2012**  
**2<sup>nd</sup> Assistant Production Accountant**  
House of Payne

**Karga 7 Pictures**  
**History Channel, Travel Channel** **2011**  
**1<sup>st</sup> Assistant Production Accountant**  
Proving God (Post), Beehive (Production), Baron Ambrosia (Post), Sniper-BulletProof (Post), Ultimate Goals of Presidents (Post), Jesus Conspiracies, Extreme Souvenirs, Secret Service, History of Air Travel, Resorts, Beasts

**Tijuana Entertainment/State Penn Productions**  
**OWN, A&E** **2011**  
**1<sup>st</sup> Assistant Production Accountant**  
Making the Cut (Post), Childhood Obesity Project-Heavy (Post), Sleeping with the Boss (Post), Addicted to Food (Post)/Eating For Free

**51 Minds Entertainment, Inc. /Endemol**  
**E!** **2010**  
**1<sup>st</sup> Assistant Production Accountant**  
Bridalplasty, Money Hungry

**Farcor Production Studios**  
**TV One** **2008**  
**1<sup>st</sup> Assistant Production Accountant**  
Who's Got Jokes, Baisden After Dark, Da Jammies (Animation)

**Fox Filmed Entertainment/News Corp** **2008**  
**(Temporary Assignment) Marketing PPV, VOD Dept.**

**Sony Pictures Entertainment-Television****2006-2007****Administrative Assistant II / Production Accounting**

Administrative support to the S.V.P. Controller, V.P. Network Auditing Director &amp; Post Production Director

- Responsible for handling multi-phone lines, data entry, administrative support assignments, and maintaining a log of incoming/outgoing calls for the Senior VP TV Production Controller.
- Provided telephone coverage for Senior VP Controller and both Directors
- Duties included maintaining calendar and scheduling all meetings for the SVP Controller
- Maintained extensive corporate files for the SVP TV Controller and production accounting department; archiving filing system; updating TV Production Accounting Manual and posted reports to TView (repository system).
- Prepared and distribution SAP reports for all production accountants, maintenance of check stock inventory logs (tracking), general office duties, working knowledge of Microsoft Outlook, Word, Excel, PowerPoint and Access, FileMaker Pro, Optimus and Lotus Notes.

**Film****Charles & Katt Production****2009****1<sup>st</sup> Assistant Production Accountant**

Obama Effect (Untitled film)

**Corporate Finance****National Planning Corporation/JNLI****March 2002 to September 2006****Administrative Assistant/Lead Compliance Associate**

- Responsible for identifying missing requirements, inputting application information into system, tracking new business and provided follow-ups in the surveillance department
- Assisted compliance personnel with administrative duties (Sr. Compliance Assistant); assisted senior auditors upon requests of audits
- Handled expense reports; tracked commissions, and licensing and registration violations
- Oversight of temporary employees
- Provided administrative support to Surveillance Investigative Unit (SIU), Dispute Resolution Unit, Security Licensing Unit, Sales Supervision Unit
- Monitored and tracked – OFAC & FINCEN, U.S. Treasury tracking database, tracking commissions, licensing and registration violations
- Generated email blast announcements, managed documentation/files, and tracked sales blotters,
- Served as NPC Firm Element liaison
- Processed NRF registration for non-licensed personnel, break point analysis, maintenance of internal registration databases
- Managed and supervised special projects
- Handled data entry, customer service, accounts payables, transcribing dictation, reception of multi-phone lines, and inventory control, etc.

**Music Videos****Vid Kid Productions****Wardrobe Production Assistant**

Steve Wonder, Boys II Men, Silk, R. Kelly, Jodeci, 7669, Bell Biv DeVoe, Bobby Brown, Another Bad Creation, Tevin Campbell

**Motown Records, Zombie Records and Jive Records****Education****John Gaskin-Film Accounting and Budgeting (Seminars)****UCLA Extension - Production Accounting for Film and Television****Cal State University Los Angeles-(Finance) Pending****Santa Monica College-AA-(General Education) On-Going**