

Cassandra Zamora-Fontáñez

Objective

Seeking a position in Film/Television to further enhance Production logistics skills.

Production

THE MANY SAD FATES OF MR. TOLEDANO

SHORT DOCUMENTARY
Production Coordinator
SEFTEL PRODUCTIONS
New York

WOMEN IN RELIGION TLC DOCUSERIES

Production Assistant
BROWNSTONE ENTERTAINMENT
New York
September 2014

YO SOY EL ARTISTA REALITY COMPETITION

Production Assistant
TELEMUNDO
New York
June 2014

THE HOME TEAM SHORT DOCUMENTARY

Production Accountant
SEFTEL PRODUCTIONS
New York
February - March 2013

Skills

TECH: MS Office Suite, Final Cut Pro, HTML, Quickbooks 2010, 80 WMP, Google Docs, iCal

LANGUAGES: Spanish (Fluent) & Italian (Conversational)

Education

MOORE SCHOOL OF BUSINESS

University of South Carolina Columbia, SC USA
Bachelor of Science
Business Administration: Marketing and Management
December 2011

LORENZO DE'MEDICI

Florence, ITALY
May - July 2010

Experience

SEFTEL PRODUCTIONS

NEW YORK, NY USA

Office/Accounting Manager, December 2012 - Present

Versatile professional role with extensive experience in integral office administration, management, and basic bookkeeping. Handle all accounts payable/receivables for Seftel Productions.

- Process company wide payroll, track benefits, oversee annual/quarterly taxes, write/amend employee guidelines.
- Recruit and oversee all internship programs.
- Create production actuals, yearly projections, and all bank and credit accounts.
- Perform project actuals and maintain corresponding budgets.
- Assist production staff in administrative tasks and financial transactions for all productions.
- Perform office managerial duties such as answering phones, distributing mail, faxing/copies, ordering supplies, and coordinating office improvements.
- Assist Director/CEO with business travel and accounting.
- Serve as Production Assistant/Coordinator as needed.

EATALY

FLATIRON, NY

Floor Lead, Head Cashier

November 2012 - February 2015

Supervise cashiers and assist management with daily functions of market retail.

- Greet, assist, and ring customers purchasing market items.
- Enter and log all grocery deliveries.
- Manage Cashier staff to ensure customers and floor duties are being cared for.
- Resolve any escalated customer concerns or situations. Versatile professional with extensive and coordinating office improvements.

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