

Professional Profile

Dedicated and hard working young professional who is not afraid of putting in the long hours necessary to complete the accounting tasks essential to the success of a film/television series while in production. I am detail oriented, love crunching numbers and am an excellent communicator, essential for working with all departments to ensure proper allocation and monitoring of monies spent. Driven and committed to climbing the ladder of success in the entertainment industry.

Education

Montclair State University	Fall Semester, 2006-2007	
<i>Graduate Studies, Mathematics</i>		
Seton Hall University		10/2004-6/2005
<i>Alternate Route Teacher Preparation Program – (15 graduate credits)</i>		
4.0 G.P.A		
University of Massachusetts		8/1992-5/1997
<i>Bachelor of Science – Major: Hotel, Restaurant, and Travel Administration</i>		

Experience

Olympus Pictures, Class 5 Films – TFS Movie, LLC	8/2011 - 11/2011
PROJECT: Thanks For Sharing	
<i>Production Accounting Intern/Payroll Clerk</i>	
<ul style="list-style-type: none">• Began in pre-production as accounting intern, working in tandem with accounting staff performing all administrative tasks including properly organizing and filing documents, assisting with monitoring and delivery of petty cash, working directly with wardrobe managing receipts, and acting as a liaison between the accounting department and crew members on set• Promoted to Payroll Clerk after one month where I was responsible for completing weekly detailed checks of Show Biz Time Cards vs. Employee Time Cards for SAG, DGA, Teamsters, and Crew before being submitted to GEP Payroll Services• Calculated daily vouchers for Stand-Ins and Background Actors• In accordance with the budget, I calculated costs, fringes, special ability bumps, etc. and entered into Global Vista Software system based on accounting codes	
US Department of Treasury – Census Bureau	4/2010 – 9/2010
<i>Administration Clerk/Courier</i>	
<ul style="list-style-type: none">• Responsible for delivering and receiving confidential documents for transfer amongst Census Bureau offices throughout New York City and Northern New Jersey• Assisted administrative team with reviewing and maintaining accuracy of personnel files upon hiring and or termination of employees• Worked in tandem with Field Operations Supervisors, securing and scheduling pick-ups/deliveries of time sensitive materials and attending daily meetings with Field Representatives	

Education Experience

New Line Productions, Inc	1/2011 – 4/2011
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Home School Instructor, Grades 3, 5, 7, & 8

NYC, NY

- Individually tutored four students in Math, English, History, & Science
- Coordinated with students' primary teachers in Los Angeles to ensure proper tracking and completion of school work for each subject
- Wrote and implemented curriculum to address and overcome gaps in learning
- Issued evaluations and grading reports upon completion of semester per student, per subject

Montclair Board of Education – Renaissance Middle School

9/2009 – 2/2010

Maternity Leave – 6th Grade Mathematics

Montclair, NJ

- Taught 70-minute block interactive math including the Connected Mathematics 2 Program and needs-based instruction
- From inception to competition, assisted in advising the after school Robotics Program through First Lego League
- Maintained constant communication with parents via e-mail, phone, and face-to-face conferences

Newark Public Schools

9/2004-6/2008

Teacher: Sixth, Seventh & Eighth Grade Mathematics

Newark, NJ

- Taught 100-minute block structured math classes including the Connected Mathematics Program and needs-based instruction
- Maintained a productive, structured learning environment by establishing five positively stated classroom rules, consistent and fair consequences, and rewards for good behavior.
- Talent for finding ways to connect learning to students' "real-world" experiences, therefore capturing their interest and creating meaningful discussions around the mathematics.
- Ability to differentiate instruction to meet the needs of auditory, visual, and tactile learners.
- Prepared curriculum for and taught GEPA Academy after school (2005-2007) to help students achieve state required "benchmark" scores. **Increase in passing ~ '05 - '06 from 17% to 39%; '06 - '07 from 39% to 50%. (Increase of 33% over two years)**
- Developed and maintained student data tracking system to analyze and address gaps in learning

Leadership

- School Leadership Council, Morton Street Middle School **2006-2007**
Subcommittee Chair, Rewards and Accountability
Subcommittee Member, Safety Committee
- Master of Ceremonies, Morton Street Middle School **2005-2006**
Leader at School Pep Rallies/Awards Ceremonies
- 7th Grade Lead Teacher, Morton Street Middle School **2005-2006**

References

Nicole Bukowski Production Accountant, TFS Movie, LLC 917-838-8070
Diana Pokorny *Executive Producer, New Line Productions, Inc.*
818-933-1250
Michelle Morrissey *Production Manager, New Line Productions, Inc.*
310-422-5220 Dr. Charles A. Cobb *Principal, Renaissance Middle School*
201-833-9048