

ALICE K. DUGAN

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EXPERIENCE

- Spring 2012 **NATIONAL GEOGRAPHIC CHANNEL** New York, NY
Production Coordinator
- Assisted senior leadership at nonprofit media network, managing schedules using MS Outlook and serving as liaison to local, national, and international contacts
 - Coordinated meetings, created agendas, notes, and reports, set up phone and video conference calls, and provided technical support for audio-visual and telecommunications equipment
- 2010 – 2012 **EAST PLEASANT PICTURES/EP*VISION/PLEASANT POST** New York, NY
Business Manager
- Directly managed the finances of three companies involved in production, post production and graphic animation with duties that included maintaining relationships with clients and vendors, processing accounts receivables and accounts payables, generating weekly financial reports to monitor cash flow, and actualizing projects with budgets ranging from \$5,000 to \$500,000
 - Created and implemented an integrated system for bidding, billing, and budget actualization that lead to expedited accounts receivables and accounts payables processes, improved accounting transparency, and resulted in a reevaluation of sales to more aggressive bidding
 - Addressed all financial and legal issues involved in setting up accounts with clients and vendors, filing and disputing insurance claims, and handling contracts and legal agreements
 - Oversaw all human resources issues, including hiring and termination, payroll processing of up to 10 employees, and benefit administration
- 2009 **MARKMARK PRODUCTIONS, LLC** New York, NY
Associate Producer of Finance
- Oversaw a seamless financial workflow between the accounting and production departments, handling purchase orders, invoices, payroll documentation, time cards, and check payments
 - Assisted in preparation and application to the Made in New York Tax Credit, ensuring proper allocation of local and state expenses of 6-month long, multi-million dollar production, “Z Rock”
 - Provided direct assistance to the production accountant, performing general administrative tasks
- 2007 – 2008 **ORBIT DIGITAL** New York, NY
Front Desk Coordinator
- Coordinated with technical and operations departments in post production facility to address client-related issues such as equipment malfunctions, timely delivery of media to local and international destinations, and placing lunch orders and other needs
 - Created a manual of procedures that established conventions for data entry on database software FileMaker Pro, streamlining the standards and workflow of the Front Desk Coordinator position
 - Oriented all staff members and interns on aforementioned logistics and data entry procedures

EDUCATION

- 2003 – 2005 **THE UNIVERSITY OF AKRON** Akron, OH
Bachelor of Arts in Mass-Media Communication, Minor in Dance
- Graduated Magna cum Laude with a Cumulative GPA of 3.73
 - One of five students chosen nationwide to participate in internship sponsored by National Public Radio and the Asian American Journalists Association
 - Producer and host of weekly social-awareness show, “Community Concern” on WZIP-Akron
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MISCELLANEOUS

- Highly proficient in accounting software QuickBooks and MS Office applications
- Received training in 2006 at Future Media Concepts for Avid 110, 201, and 210, and Final Cut Pro 101
- Enjoys performing (TV, film, theatrical, and dance productions), creative writing, and travel photography