

IVAN GONZALEZ

146 West 133rd Street, Apt.1 • New York, NY 10030

(201) 344-3425 • gonzalez.ivanf@yahoo.com

• www.linkedin.com/in/ivanfgonzalez • www.vimeo.com/ivanfgonzalez

PROFESSIONAL EXPERIENCE

Bookkeeper/Sales – The Gold Exchange, Allentown, PA (2009 – Present)

- Cashier, Sales Reporting, Accounts Payable, Budgeting, CashFlows, Variation Analyses, Office Administration, and Audit Support.

Acquisitions Intern – ATO Pictures, New York, NY (September 2011 – February 2012)

- Covered script and screener submissions, performed research, database entry and reporting, rolled telephone calls, maintained call logs, secured travel arrangements, completed detailed expense reports, managed schedules, and prepared film festival materials for executives.

Sarah Lash, Head of Acquisitions, 646.292.7500

Johnathan Dorfman, President, 646.292.7500

Jesse Patrone-Werdiger, Acquisitions Associate, 646.292.7500

Unscripted Television Office Intern – Leftfield Pictures, New York, NY (April 2011 – August 2011)

- Performed deadline-driven Outreach, Casting, Scheduling, and various office and set PA responsibilities for multiple unscripted reality television shows (Oddities, JUNKies).

Ryan Pender, Producer, 908.797.3718

Brooke Sabonis-Franqui, Casting Producer, 917.753.4992

Accounting Consultant – Resources Global Professionals, New York, NY (2003 – 2009)

- Project Management Office member for several highly visible corporate financial reporting initiatives that included presenting results and recommendations to senior management.
- Coordinated logistics for multiple international training conferences located in Belgium, Malaysia, Panama, and Switzerland, attended by over 300 employees.

Walter Hulsen, Director of Revenue Reporting at Pfizer, 908.627.3284

Alison Hager, Relationship Manager at Pfizer, 917.328.6911

Senior Accountant – DoubleClick Inc., New York, NY (1998 – 2003)

- Performed Budget to Actual variation analyses, Travel & Expense entry and review, Bank reconciliations, Petty Cash disbursement, Accounts Payable Entry and Check printing, Vendor set-up, P-Card uploads, Journal Entries, Reclassifications, Financial Reporting, and Audit support.

Senior Associate – Arthur Andersen, New York, NY (1995 – 1998)

- Created Audit support for Cash, Accounts Receivables, Accruals, Accounts Payable, and Fixed Assets for multiple financial statement audit engagements for public and private companies.

EDUCATION

New York University, School of Continuing Professional Studies, New York, NY, 2008

2 Year Certificate of Producing Program

Curriculum: Film/TV Finance, Story Analysis, Production Company Management, Marketing & Distribution, Script Budgeting & Production Scheduling, and Entertainment Law.

New York Film Academy, NY, New York, 2006

Certificate of Filmmaking Program

Curriculum: Screenwriting, Cinematography, Editing, and Producing while rotating between crew positions for nine 16MM films culminating in producing/writing/directing/editing a short film.

University of Scranton, Scranton, PA, 1995 - B.S. Accounting

SOFTWARE APPLICATIONS AND TECHNICAL SKILLS

EP Budgeting and Scheduling, Excel, Word, PowerPoint, Outlook, Filemaker Pro, Oracle Financials, Concur Travel and Expense, Final Cut Pro, DVD Studio Pro, Final Draft, Google Docs, Dropbox, Mac OS, Arriflex-S 16MM, Lowell Lighting Kit.

SKILLS AND INTERESTS

Conversational Spanish, Skiing, Travel, Motorcycling, Theatre, and Family Biographies.