

DAVID BOJARSKI

Member - IATSE Local 871

Film Experience

Now <i>2nd Assistant Accountant (Production Controller – Mike De Santis)</i>	Nov '10 – Feb '11
Thor <i>2nd Assistant Accountant (Production Controller – Cheryl Stone)</i>	Sept '09 – July '10
Back-Up Plan <i>2nd Assistant Accountant/Clerk (Production Controller – Cheryl Stone)</i>	April '09 – August '09
G.I. Joe <i>Assistant Accountant (Supervising Production Controller - Jim Davidson)</i>	August '07- Oct. '08
The Curious Case of Benjamin Button <i>Assistant Accountant (Supervising Production Controller - Jim Davidson)</i>	July '06 – August '07
Mission Impossible 3 <i>Accounting Assistant (Supervising Production Controller - Jim Davidson)</i>	April '05 – July '06
Carnivale (Season 2) <i>Wardrobe Assistant (Costume Designer - Chrisi Karvondes)</i>	May '04 – Oct. '04
Mr. & Mrs. Smith <i>Assistant to Director (Doug Liman)</i>	April '04 – May '04
Bounty Hunters (Pilot) <i>Cast Driver/Office Assistant (Production Coordinator - Mark Asaro)</i>	March '04 – April '04
Crash <i>Cast Driver (Production Coordinator - Mads Hansen)</i>	Dec. '03 – Jan. '04
Ghosts of Girlfriends Past <i>2nd Assistant to Director (Betty Thomas)</i>	Sept. '03 – Nov. '03
Elvis Has Left The Building <i>Wardrobe Assistant (Costume Designer - Nancy Allen)</i>	Aug. '03 – Sept. '03

Additional Skills

Knowledge in: EP Vista, PSL, Word, Excel, Final Draft, box rentals, coding, auditing invoices/co-workers, PO/PC/AP/journal/vendor entry, establishing accounts, check requests, process AP, AP check cycles, pos-pay transmissions, bank/p-card/petty cash reconciliation/distribution, asset disposition, vendor maintenance, ordering checks, Arrowhead, Home Depot, and film reconciliation. Proficient in general office responsibilities including: filing, faxing, running reports, acquiring w-9/w-8BEN, copying, scan-to-email, archiving, answering phones, assembling checks, logging/bursting p.o.'s, obtaining proper approvals, and craft service.