

KATE RIDGWAY

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ACCOUNTING & POST EXPERIENCE

Second Assistant Accountant – “Castle,” ABC Studios
June 2011 – present

I am accustomed to heavy data entry on a daily basis, including POs and accounts payable. I am responsible for collecting and tracking weekly box rental payments, routing competitive bids and other paperwork for approval, EP extras edits, and working with the First Assistant to expedite check requests and other A/P duties as needed.

Accounting Clerk – “Private Practice,” ABC Studios
June 2009 – May 2011

As Accounting Clerk, I was responsible for ensuring an even, steady flow of paperwork in and out of the office. My duties included the assignation and tracking of purchase orders, input of data from purchase orders and vendors into PSL, generating reports, daily processing of CAPS extras vouchers, opening mail and coding invoices, extensive record maintenance, and acting as liaison between vendors, department heads, and the accounting office.

Post Production Coordinator – “Taking Chance” and “A Dog Year,” HBO Films
October 2007 – April 2009

Working with a Post Supervisor, I coordinated the post-production process and delivery for two HBO films simultaneously. I oversaw scheduling, rentals, purchase orders, and maintained all files, logs, and tapes. After picture lock, I ensured that final delivery to HBO was complete, including thorough documentation of all licensing, assets, credits, budget, and other paperwork.

Post Production Assistant – “John From Cincinnati,” HBO Entertainment
May 2007 – August 2007

Being a PA on this series was all about speed and efficiency. I logged over 700 miles per week doing runs from post production to the studio, facilities and set. I also checked dubs for time code accuracy, assisted with screening for dirt fixes and sync problems, organized an asset tracking system for our department, distributed dailies and cuts, and packing of assets at wrap.

EDUCATION

Bachelor of Science, Radio-Television-Film (Emphasis in Post Production), May 2005
The University of Texas at Austin

SKILLS

Mac & PC operating systems

Microsoft Word & Excel, Google Documents

Cast & Crew PSL 3 accounting software

Avid & Final Cut Pro editing software

Data entry & ten-key

Filing & secure record maintenance