

STEPHEN NELSON

OBJECTIVE An entry level position in Production Accounting or Production Payroll for Film or TV

EXPERIENCE **Production Manager** at *Dreamer Pictures, LLC*

Los Angeles, CA (2009-2013)

- Production accounting (A/P, J/E, Petty Cash, Cost Reporting) & payroll
- Script breakdown, scheduling, budgeting, cash flow & set management
- Dealt with SAG-AFTRA Ultra LB, Modified LB, Low Budget & Basic Agreements
- Managed all vendors, locations, permits, insurance, transportation & Post
- Facilitated LLC formation & corporate formalities
- Assisted with Fund raising, investor relations & banking
- Dealt with Film Finances for completion bond

Director of Information Technology at *Petit Ermitage Hotel*

West Hollywood, CA (2009-2010)

- Developed *Filemaker Pro* inventory & purchase order solution
- Administered multiple servers on network with 50+ users
- Developed task management system for all department heads

Director of Housekeeping at *Petit Ermitage Hotel*

West Hollywood, CA (2007-2009)

- Housekeeping & Maintenance of 80-room hotel
- Weekly scheduling for 25 employees on 24-hour shifts
- Built multi-departmental scheduling spreadsheet to project labor costs

Construction Manager at *The Valadon Hotel*

West Hollywood, CA (2006-2007)

- Staffing and scheduling of all construction trades
- Oversaw entire renovation process
- Managed time cards and processed crew payroll
- Maintained stock room and managed inventory
- Interpreted for Spanish and Russian speaking tradesmen

Assistant Mortgage Loan Consultant at CitiMortgage

Burbank, CA (2004-2006)

- Phone support in English & Spanish regarding loan terms
- Conducted credit checks and employment verification
- Assembled documents for underwriting and escrow

EDUCATION B.A. in Russian (Language & Literature); University of Utah, 2003

UCLA Extension courses: Line Producing, Production Accounting for Film & Television, Business Programming & Software Development, Structured Query Language (SQL), Relational Database Management & IT Project Management

SKILLS

Advanced: Windows 7 & Mac OSX, Excel, Word, Outlook, PowerPoint & Project, Movie Magic Scheduling & Budgeting, Filemaker Pro Advanced & Filemaker Server (11 & 12) & Celtx

Intermediate: PSL3, EP Vista, Visio, Acrobat, MS Access, Final Draft

Basic understanding: Final Cut Pro, Photoshop, Illustrator, WebHost Manager/CPanel in Linux, Wordpress, SQL, HTML, CSS, PHP, Javascript, C & VB

65 WPM type speed; 10-key by touch

**FOREIGN
LANGUAGES**

Fluent in Russian & Spanish; Serviceable French
(Amenable to travel - US passport valid until 2018)