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## Education

SDSU	1979-1982 Electrical Engineering
HSU	1985-1986 Sustainable Forestry/Applied Sciences
Jacobson Jarvis & Co	Quickbooks Pro, Premiere & NFP Accounting Certification
Intuit	Quickbooks Advanced Certified ProAdvisor
Cast & Crew	2014 Certified

## Work History

Contractual Bookkeeper Oct 2009-current

- A/P & A/R
- Taxes
- Reconciliation of accounts
- Setting up charts of accounts
- Forensic bookkeeping/cleaning up books to reflect current A/P, A/R, balances
- Archiving records
- Film, video, commercial accounting

### Film Accounting:

A Country Called Home – Knuckles One, LLC	Aug 2014-Jan 2015
• Production Accountant	
Manglehorn – Lock and Key, LLC	Oct 2013-Jan 2014
• 1 <sup>st</sup> Accountant	
The Fetish Set – Moodtie Productions	Jan-Jun 2013
• Production Accountant/Post Production Accountant	
Joe- Joe Ransom LLC	Sept 2012-Jan 2013
• 1 <sup>st</sup> Accountant	
Prince Avalanche- To Get To The Other Side Inc	April-Aug 2012
• Production Accountant	

Blueline Developers/Office Manager Aug 2007-Sept 2009

- A/P & A/R
- Payroll processing and taxes
- Reconciliation of all accounts
- Re-created chart of accounts and related reports
- Managed office
- AJE and audit work with CPA
- Customer service and contracting

- Vendor relations and contracting
- General office tasks: telephones, mail, email, reports

Park Pub/Accountant Sept 2006-Sept 2008

- Set up payroll and taxes
- Defined income and expense categories, set up reports
- Reconcile books, run payroll and taxes
- Train owner in general bookkeeping practices
- Monthly and quarterly taxes, monthly reconciliation

La Tienda Cadíz/Owner/Operator Sept 2001-Jun 2002

- Designed & created Southern Spanish, Moroccan restaurant
- General manage all back of house items & manage front of house
- Bookkeeping, PR, payroll, taxes, desktop publishing, advertising, events outreach & coordination, catering director, creation of menus, recipes and wine lists, server, scheduling, HR

Tango tapas restaurant & lounge/Owner/Operator Apr 2000-Sept 2006

- Designed & created Spanish & Portuguese restaurant
- General manage all back of house items & oversee other management
- Bookkeeping, PR, payroll, taxes, desktop publishing, advertising, events outreach & coordination, catering director, co-creation of menus, recipes and wine lists, server, host, some kitchen prep, scheduling, HR

Bandoleone fine Latin cuisine/Owner/Operator Sept 1995-Oct 2006

- Designed & created Pan-Latin restaurant
- General manage all back of house items & manage front of house
- Bookkeeping, PR, payroll, taxes, desktop publishing, advertising, events outreach & coordination, catering director, co-creation of menus, recipes and wine lists, scheduling, HR
- Work floor as host, server, bartender, sometimes line cook!

Alibi Room/Designer 1994

- Designed & created original menu, recipes, training & operational manuals, & kitchen layout

Cat's Meeyow Catering & Craft Services/Owner 1993-1999

- Caterer to film, video & commercial industry
- Built and operated self sustained catering truck for on site cast and crew meals & snacks

## References

Derrick Tseng

Producer

#917-208-7037

Albert Krause	Production Accountant	#347-385-1054
Tim O'Day	Venture 40	#512-576-2034
Will Taylor	Will Taylor Inc	#512-775-2371

### Applicable Skills

- Thorough working knowledge of Quickbooks Pro, Premiere & online bookkeeping, payroll, & tax applications
- Entertainment bookkeeping software & protocol knowledge (Entertainment Partners, Cast and Crew)
- Film Incentive reporting knowledge
- General bookkeeping, GAAP
- Thorough working knowledge of Word, Excel & Outlook
- Detailed organizational & scheduling skills
- Fluent in French, passable in Spanish
- 6+ years experience Chairing International Organization Board of Trustees