

**Accomplished professional with more than 15 years of experience in production finance for Animation, Stop-Motion, 2D, VFX, and Live Action.**

**ATTRIBUTES:**

Accomplished in all aspects of project/production operational management including scheduling, budgeting, staffing, and contractual negotiations involving vendors, talent, staff, and deliverables.

Experience in domestic and international tax incentive programs from application to brokering credits.

Instrumental in the formation, implementation, and management of a global production group. Developed business models to evaluate third party performance across four continents. Key contributor in expanding the program from a \$3.3m spend to \$29m spend in two years. The program increased the ability to bid more competitively while reducing costs by 30%.

An energetic, resourceful, and hands-on individual with a strong support orientation as well as leadership skills. Able to handle multiple tasks calmly within a high-pressure environment while meeting strict deadlines.

Demonstrated flexibility and adaptability in a fluid yet deadline-driven environments, managing challenging and complex issues with diplomacy. Facilitator of partnerships and cross-functional problem-solving. Motivated with open and direct communication style and solid listening skills.

**EMPLOYMENT:****Production Finance****Feature Film Production Analyst, Netflix Animation Studio****11/20 – 3/20**

- Production Analyst on “Wendell and Wild.”
- Partnered with Production and Production Accounting to build and review schedules and reforecasts, analyzing areas for potential savings and overages.
- Audit and monitor the production schedule and production tracking systems, while assisting production accounting to integrate them into the financial management of the project.
- Interface with Production Management/Executives to develop planning and reporting strategies designed to improve production flows and efficiencies.
- Track production progress against established quotas.
- Perform complex financial analysis as needed.

**Feature Film Finance Lead, Laika Studios, Hillsboro, OR****4/15 – 4/20**

- Finance Lead on “Missing Link.”
- Wrote, produced, and managed the budget for the Stop Motion Feature Film “Missing Link.”
- Managed all Voice record costs, Talent payments, and SAG reporting.
- Managed the film’s day to day Estimate for Completion, Staffing Profiles, Production Schedules, and all financial projections and scenarios.

**Feature Film Finance Lead, DreamWorks Animation, Redwood City, CA****1/14 – 1/15**

- Feature Film Finance Lead on “The Penguins of Madagascar.”
- Produced financial analysis for Senior Management and Studio Executives.
- Published all financial and productivity reporting, including but not limited to the Labor costs, Staffing Profiles, Production Schedules, and Production Left to Do reports.
- Supported and consulted with Associate Producer and Production Manager in budgeting and staffing issues.

**Lead Production Accountant, Criminal, San Francisco, CA****6/13 – 10/14**

- Sole Finance Lead for Criminal, a Commercial Production company.
- Accounted for all costs, revenue, and financial data for 55+ commercial shoots.
- Set up all Financial & Accounting systems. Responsible for actualizing job costs, cash flow, 1099 preparation, and financial forecasting.

**Lead Production Accountant, Industrial Light & Magic, San Francisco, CA****7/07 – 6/13**

*The Happening, 2008 · Terminator Salvation, 2008 · Star Trek, 2009 · The Last Airbender, 2010 · Red Tails, 2012 · GI Joe: Retaliation, 2013 · Star Trek Into Darkness, 2013 · Lone Survivor, 2013 · The Last Ship, 2013*

- Finance lead on the above Visual Effects projects. Managed all aspects of budgeting and forecasting processes.
- Financial liaison between the Production team, Executive Management, and Corporate Finance.
- Responsible for all third party financial contracts, forecasts, and reporting to Executive Management.
- Directed third party high-impact dashboard metrics and milestone tracking.
- Investigate and analyze the impacts of domestic and international partnerships in tax incentive regions.

**Key Production Accountant, Voom HD, a division of Rainbow Media, NY, NY****6/06-7/07****1st Asst. Production Accountant, "Rocky Balboa", Revolution Studios, Phila, PA****12/05-5/06****Key Production Accountant, "The Ungodly", The Ungodly, LLC. , Phila, PA****10/05-6/06****Key Production Accountant, "Out There", The Land The Movie, LLC. , Phila, PA****5/05-7/06****1st Asst. Production Accountant, "Inferno II", Bunin-Murray Prod., Manzanillo, Mexico****12/04-3/05****1st Asst. Production Accountant, "The Real World", Bunin-Murray Prod., Phila, PA****4/04-10/04****Production & Project Management Experience****Producer, FIGHTFIRENOW.COM, Picture Kitchen, LLC.****9/04- 3/06****Unit Production Manager, CANON, Blue Barn Pictures, LLC.****9/04-10-04****Producer, One Night in Portland, Silver Current, LLC.****9/03-12-03****Production Manager, Epicurious, Banyan Productions****2/00-10/02****Segment Producer, Christina Cooks, Telenium Communications****2/01-3/01****Production Manager, Original Programming, Comcast Corporation****1/00-4/00**

- Produced each of the above projects from conception to completion.
- Developed budget and production schedule.
- Hired and negotiated all crew deals for both domestic and international shoots.
- Produced all on-air segments with various talent and a live audience.
- Managed all staffing needs, vendor negotiations, casting, locations, scouting, post-production supervision, and final delivery of contractual elements.

**Director of Operations, SBK Pictures, Inc.****4/96-1/00****Office Manager, SBK Pictures, Inc.****9/93-4/96**

- Managed the daily operations of a \$6m commercial television and film production company.
- Formulated and managed production strategies, project bids, and client contracts.
- Managed budgets, schedules, and delivery of goods and services per contract.
- Managed all staffing needs, internship program, vendor negotiations, union relations, and in-house IT & IS needs.
- Responsible for cash flow management and financial forecasting.

**EDUCATION:**

- **Masters of Arts, Government, and Domestic Public Policy Writing**, 1997. Temple University, Philadelphia, Pennsylvania.
- **Bachelor of Arts, Political Science**, 1990. Pennsylvania State University, State College, Pennsylvania.

**TECHNICAL SKILLS:**

- **Operating Systems:** Windows & Mac OS.
- **Project Management & Accounting:** Microsoft Office, Expert proficiency in Excel, Oracle, PSL, TM1, FileMaker Pro, Entertainment Partners Budgeting & Scheduling, Global Vista Cast and Crew, QuickBooks.
- **Graphics:** Adobe Photoshop.