1 Pier Pointe Street #505 Yonkers, NY 10701

2030 Richard Street Burbank, CA 91504

# **EDUCATION:**

Bachelors of Science (Magna Cum Laude) Computer Information Systems Masters of Science (est. graduation date 2016)International Marketing Management

MChem, Inc.

# **EXPERIENCE:**

**Chief Financial Officer** 

07/13 – Present

01/99 - 12/00

Financial Reporting, Budgeting, Cash Flow, Information technology, Marketing, Communications with vendors, customers and employees. Company size is 5-10. 03/98 – Present **Studios and Independent Companies** International Accountant, Payroll Accountant

Prepare Budgets, Cash Flows, Yearly/Monthly/Weekly reports, A/P, J/E, P/R/Etc. Supervise assistants in the day to day activities of production accounting work.

09/01 - 02/02**Bauhaus Entertainment Group, Inc.** Culver City, CA Accountant A/R, A/P, P/R, accrue expenses, depreciate and amortize assets, reconcile bank accounts, create estimates and proposals for new clients, assist with quarterly financial statements.

06/00 - 12/00Carolco Liquidating Trust, LLC Los Angeles, CA Accountant Processed A/P, A/R, reconciled bank accounts, accrued expenses, prepared journal entries and closed books. Prepared quarterly financial statements for trustees.

New Standard Post, Inc

**Payroll Accountant, Accountant, Liquidation Sales** Prepared lists of inventory available for sale, sold equipment, and performed regular accounting duties i.e. A/P, A/R, P/R, bank reconciliation's, account analysis, closed books monthly, prepared year end information for tax accountant, and processed 1099's.

## 03/98 - 12/00**Prosperity Pictures, Inc.** Los Angeles, CA

## Payroll Accountant, Assistant Accountant, Accountant

Processed P/R, A/P, A/R. Prepared journal entries, cash receipts, debit memos, and reconciled bank accounts for corp. & production companies. Assisted in cash flow management, budget analysis, reviewing trial balances. As well as close books weekly/monthly/yearly. Helped create a new chart of accounts for production services' company. Reviewed vendor payments and prepared 1099's.

Post University **Boston University** 

International

Los Angeles, CA.