

EXPERIENCE:

Sept. 2008 –
Nov. 2008

IMG Productions, Century City, CA

1st Accountant - Blush: The Search for America's Greatest Makeup Artist

- Performed full spectrum of accounting functions for episodic reality series.
- Managed payroll for crew of 160 on this uniquely structured show.
- Processed accounts payable and managed vendor correspondence
- Tracked purchase orders and reconciled petty cash envelopes and credit cards for production.

August 2005 –
August 2008

Gold Circle Films, Century City, CA

Manager, Accounts Payable

- Managed accounts payable for corporate and 10 theatrical feature films in post production
- Administered post production payroll for several feature films at one time
- Prepared various financial reports including daily cash report for senior management
- Implemented new comprehensive records management system for entire Gold Circle Films library
- Generated invoices and tracked billing for bill backs and various internal and external A/R items
- Reviewed and approved cost allocations for expense reports

August 2004 –
May 2005

Boston's WB56/WLVI-TV, Boston, MA

Newsroom Associate Producer

- Coordinated field and studio production of nightly news
- Helped maintain assignment desk and manage developing stories
- Responsible for pre-production planning including research and script edits
- Responsible for operation of equipment including teleprompter and light board

August 2004 –
June 2005

Cross Country Automotive Services, Medford, MA

Senior Network Manager - Customer Care Division

- Managed and maintained key professional relationships with luxury clientele including Mercedes, Volvo and BMW
- Primary liaison for conflict resolution and incident management for clients and their customers
- Instrumental in recalibration and automation of claims documentation system
- Initiated effort to define program benefit guidelines to ensure uniform application and cut company costs

July 2003 –
August 2003

MTV Networks, New York City, NY

Production Assistant - VMA's Most Outrageous Moments

- Assisted in all aspects of show coordination, including casting, directing, music and camera work.
- Responsible for pre-production planning of shows including format, script, casting and prop selection
- Operated equipment as necessary and assisted with direction of production
- Facilitated post-production duties including editing and dubbing
- Trained new interns to assist in all phases of production activities

May 2003 –
July 2003

MTV Networks, New York City, NY

Production Assistant - MTV's All-Star Backyard BBQ

- Assisted in all aspects of show coordination, including casting, directing, music and camera work.
- Responsible for pre-production planning of shows including format, script, casting and prop selection
- Operated equipment as necessary and assisted with direction of production
- Facilitated post-production duties including editing and dubbing
- Trained new interns to assist in all phases of production activities

June 2002 –
August 2002

MTV Networks, New York City, NY

Summer Production Intern

- Assisted in all parts of production for shows *I Bet You Will*, *Be Like Mike: MTV Movie Special* and *Total Request Live*
- Wrote on-air material daily for network's signature show: *Total Request Live*
- Successfully pitched ideas for *Total Request Live* show segments
- Provided thorough tape logs in timely and expeditious fashion

EDUCATION:

May 2004

Boston College, Chestnut Hill, MA
BA in Film & Television Production
GPA: 3.8 on 4.0 scale

SKILLS:

Working knowledge of various accounting programs including Global Vista, Vista Exchange and Great Plains; Comfortable and familiar with both Mac and PC operating systems and relevant applications including MS Office, Outlook, Excel and PowerPoint; Project management and presentation.

DAVID CLARK

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