
WORK EXPERIENCE

2022-2023 | Accounting Assistant – Kingdom Business S2
| BET Networks

2022 | Accounting Assistant –Ms. Pat Show | BET
Networks

2021-2022 | Accounting Assistant | Swirl Films LLC

2022 | Accounting Assistant – Houston | Apple Studios

2022 | Accounting Assistant –Ms. Pat Show S2 | BET
Networks

QUALIFICATIONS

- **AP Accountant:** manage PREP, AMORT, PATTERN, WRAP budgets (3.5MM-20MM+), input invoices/check requests, export/Import Cashet PCARD envelopes for all departments, audits/edits/inputs/approvals/post, process payments/petty cash requests/print vendor checks, audit general ledger, make adjusting journal entries, two-way match invoices, expense reports/trial balance, expenditure forms
- **Accounting Assistant:** process Elevate extra/background invoices, set up vendors/verify w-9s, open credit accounts, audit AMEX statements and receipts, input invoices/check requests, process/audit CASHet envelopes for all departments
- **Payroll Accountant:** process production crew payroll weekly, approve start work, verify I-9

EDUCATION

B.B.A., Accounting, Clayton State University

M.B.A., Accounting, Clayton State University

TECHNICAL COMPETENCIES

- MS Excel
- MS Word
- MS PowerPoint
- Outlook
- Database extract/reporting tools
- QuickBooks
- Sage50 online software
- Greenslate
- Cashet
- Citrix Software
- Dropbox
- Google Drive
- Scenichronize%
- Adobe Acrobat
- Box