

ACCOUNTING RESUME – LYNN HALE

Cell 778-888-5952 wehalelynn@gmail.com Vancouver Island resident ACFC Member IATSE Permittee

Film Industry Accounting Clerk and Production Office Experience:

Rescued by Ruby – Ruby Hero Dog Films Inc. (06/2021 to 07/2021) – Account Clerk (IATSE)

- Background performer payroll calculations and processing
- Proof of Residency document review, requests and tracking
- Payroll department general tasks

American Dreamer – American Dreamer Films Inc. (02/2021 to 04/2021) – Account Clerk (ACFC), 2nd POC

- Payroll – Background payroll processing, DPR corrections, data entry, general payroll tasks (EP, Circus)
- 2nd Assistant POC – crew list, accommodations, ferry reservations, email in-box, phones, office admin

Scaredy Cats – Scaredy Cats Productions Inc. – Account Clerk (ACFC)

- Background performer payroll calculations and processing
- Requested and tracked proof of residency documents, kit inventory, vehicle insurance, licences, etc.
- Updated DPRs with DTR times
- Payroll department general tasks, including Start Pack reviews

Ruby Landry - Gemstone Pictures Inc. – Account Clerk (ACFC)

- Requested and tracked proof of residency, kit inventories, vehicle insurance, licences, etc.
- Payroll department general tasks

Altered Carbon Productions Inc. for Skydance Television (Netflix) – Clerk 2 (IATSE)

- Global Vista - PO entry and inquiry, invoice entry, payment inquiries, vendor maintenance
- Digital PO - searched, printed and closed POs, matched POs to invoices and prepared for coding
- Optimis/Dropbox - prepared documents, logged, searched and reviewed documents, ran reports
- Distributed mail, monitored email and department inbox and printed invoices
- Logged labour letters, credit applications, competitive bids, third party related transactions

Independent Film Accounting Experience:

- What About Our Future and Lost Nation Road, Cost Reporting for Telus Storyhive Documentaries
- All Joking Aside - Independent Feature Film - Cost Reporting

Skills: Excel - Intermediate, Cost reporting for low-budget indie films - budgets, expense monitoring, and estimates to complete, Data entry - 14,000 KPH, Typing Speed - 70 WPM, Google drive management

Courses:

- Motion Picture Industry Orientation Course - Royal Roads University/South Island Film Commission
- Motion Picture Safety Awareness – ActSafe
- WHMIS 2015 - AIX Safety

Film Production Experience:

- Roads of Ithriyah - Independent Feature Film - 2019 - Production Manager
- Sisters of Sorrow - Telus Storyhive - 2019-04 to 2019-05 - Production Coordinator
- W.C.T. Productions - 2017-07 to 2017-08 - Production Office Coordinator (temporary). Script breakdowns for MUX, monitored prep memos, call sheets and shooting schedules for MUX deadlines.
- Crazy8s Film Society - 2017-09 to 2018-05 - Assistant to the Producing Team. Meeting minutes, tracking of action items, document creation and updating, Google Drive organization.
- Founder of a film co-op – 2012 to 2018 – produced films, organized events, board member and secretary

Industry-Related Position:

Operations/Office Manager - Women in Film and Television - 2019-07 to 2020-01

- Organized events, monitored and assisted members with registrations, resolved accounting issues
- Coordinated the fulfillment of sponsor advertising obligations, accounts receivable

Film Courses and Workshops:

- Producer Workshop by Women in Film and Television (two days)
- Accounting for Film and TV Seminar by Kath Drew through the South Island Film Commission
- Producer Workshops by Elizabeth Yake and Victoria Westcott through Cinevic, and Louie Lawless
- Location Scouting Workshop by William Fern through the South Island Film Commission

Work Experience – Non-Industry:

Financial Analyst - Ministry of Jobs, Trade and Technology - 2018-01 to 2019-01

- Prepared Cost Reports showing budgets, cumulative costs, commitments (POs), forecasts (ETC), and budget/EFC variances
- Developed financial management reports and spreadsheets and analyzed spending, resolved variance issues, reallocated budgets and prepared journal entries
- Researched, analyzed and provided recommendations to ensure adherence to direction and core policy

Capital Program Analyst – Ministry of Transportation, Planning and Programming – 2015-02 to 2017-05

- Monitored, analyzed and reported the budget performance of Transportation Investment Plan capital projects
- Assessed the impacts of the capital program on expenditure targets and prepared variance reports
- Ensured that capital project forecasts were accurate and variance reasons were documented

Financial Analyst - Ministry of Forests and Lands, Client Services Branch - 2011-10 to 2015-02

- Prepared Cost Reports showing budgets, cumulative costs, commitments (POs), forecasts (ETC), and budget/EFC variances
- Developed financial management reports and spreadsheets and analyzed spending, resolved variance issues, reallocated budgets and prepared journal entries
- Researched, analyzed and provided recommendations to ensure adherence to direction and core policy

Accounts Payable Supervisor - Ministry of Agriculture, Client Services Branch – 2009-05 to 2011-10

- Assisted clients with purchasing cards, petty cash, expense authority and financial reporting requests
- Oversaw the review and approved accounts payable transactions, including agreements and petty cash
- Audited expenditures for coding and payment accuracy and compliance to core policy and procedures
- Provided training, advice and answers to inquiries regarding accounts payable policies and procedures
- Supervised financial payment clerks and conducted performance reviews
- Ensured that the work of the accounts payable unit was organized and prioritized and that deadlines were met

Contract Administrator - Ministry of Agriculture, Client Services Branch – 2008-11 to 2011-10

- Assisted clients in contract management, reviewed contracts for clarity and to identify risks and recommended solutions to issues, and ensured compliance with corporate policies and procedures

Other positions:

- Alert Analyst - B.C. Pension Corporation - 2005-07 to 2008-11
- Benefits Assistant/Representative - B.C. Pension Corporation - 2000-11 to 2005-07
- Assistant to Investment Advisor - Great Pacific Management - 1996-10 to 2000-06 (part-time)
- Accounts Payable Clerk - Williams Moving & Storage (B.C.) Ltd. - 1987-12 to 1990-04
- Accounting Clerk - David Hunter Garden Centers - 1985-07 to 1987-12
- Bookkeeper - Gourmet Hideaway Restaurant - 1984-07 to 1985-07
- Accounting Clerk/Bookkeeper and Secretary - Vancouver Canucks - 1984-01 to 1984-07

Education and Training - Government:

- Project Management 110, 200 and 300, Lean 101 and 201, Continuous Improvement Workshop
- Budgeting Fundamentals, Planning Fundamentals, Financial Control Fundamentals, Government Revenue, Expense and Assets, Financial Reporting and Analysis, Expense Authority, Procurement
- Supervisor Essentials, Performance Management for Supervisors, Diversity in the Workplace, Privacy Training

Education and Training - B.C.I.T, Thompson River University, P.V.I: Supervision, Management Principles and Practices, Written Communications, Macro and Micro Economics, Accounting I and II, Microsoft Excel Level II, Business Careers and Accounting - both were ten-month full-time programs