

Brooke Lehman
(562) 253-2510
email: Brooke928@aol.com

Computer Skills:

Proficient in Mac and PC software, EASE/EP Smart Accounting, EP Global Vista, Cast and Crew PSL, Microsoft Word and Excel, EP Scheduling and Budgeting, 85 wpm.
Quick learner of new software.

Accounting Film/TV Experience:

Below Deck Season 7: Assistant Production Accountant Phuket, Thailand

51 Minds/Bravo TV; Nic Gilliam Line Producer; Cherise Crites Production Accountant
Cast and Crew PSL Software

- Processed, coded and input all aspects of non-union payroll; 6 and 7 day work weeks.
- Input all A/P, wire transfers, petty cash and Visa card reconciliation.
- Dual currency

Steve Season 2: Payroll Accountant Universal City, CA

IMG; Terry Castagnola UPM; Beth Lahti Production Accountant
Cast and Crew PSL Software; EP Smart Accounting/VPO Union Payroll

- Processed, coded and input all aspects of Payroll both union and non union
- Union Payroll timecard breakdown and calculations for the following unions: NABET, IA 33, IA 800, IA 706, IA 705 using EP/Smart Accounting
- Non-Union Payroll timecard breakdown and calculations using Cast and Crew
- Tape Week Episode Budget as well as Amort Budget

Steve Season 1: 1st Asst Accountant Universal City, CA

IMG; Jonna Walsh UPM; Beth Lahti Production Accountant
Cast and Crew PSL Software; EP Smart Accounting/VPO Union Payroll

- Processed, coded and input all aspects of A/P
- Coded, Input P-Cards using PSL as well as separate VISA
- Union Payroll timecard breakdown and calculations for the following unions: NABET, IA 33, IA 800, IA 706, IA 705
- Management of Accounting Office Staff
- Tape Week Episode Budget as well as Amort Budget

Steve Harvey TV: 1st Asst Accountant Chicago, IL

Endemol Shine USA; Jonna Walsh UPM; Beth Lahti Production Accountant -EP Global Vista (seasons 1 & 2) Cast and Crew PSL software (seasons 3-5)

- P-Card reconciliation
- Petty Cash reconciliation
- Processed, coded and input all aspects of A/P
- A/R invoicing, tracking and reconciliation
- IL Tax Credit tracking
- Tape Week Episodic Budget

Olympus Has Fallen: 2nd Asst Accountant Shreveport, LA
Millennium Films; Ed Cathell UPM/Amy Agzarian Production Accountant -EASE
Accounting Software

- Processed, Coded, and Input all aspects of A/P
- Louisiana State and Caddo Parish Tax Credit tracking

The Host: Key 2nd Asst Accountant Baton Rouge, LA
Inferno Entertainment; Rob Ortiz UPM/Carol Sue Byron Production Accountant -
GLOBAL VISTA Accounting Software

- Responsible for the following Departments: Travel & Living, Transportation, Locations, Grip & Electric, Catering, Costumes, Sound, and SPFX.

The Goats: 2nd Asst Accountant Clayton, GA
Night Hawk Productions; Janet Wattles UPM/Sharon Craig Production Accountant -
EASE Accounting software

- Processed, Coded and Input all aspects of A/P and Petty Cash for the following departments: Production, Locations, Transportation, Grip, Electric, Camera, SPFX, Hair/Makeup, Craft Service -Responsible for all Check Runs
- Georgia Tax Credit Tracking

Leatherface 3-D: 1st Asst Accountant Shreveport, LA
Millennium Films; Rob Ortiz UPM/Giancarlo Sini Financial Controller

- EASE Accounting software
- Processed and Coded all aspects of A/P including box rentals for the entire crew. -
Responsible for all Check Runs
- Input all Purchase Orders and A/P

Looper- 2nd Asst Accountant New Orleans, LA
Endgame Entertainment; Dave Pomier UPM/Barbara Long Production Accountant -
EASE Accounting software

- Processed all housing and rental car payments for distant location Talent, ATL, & BTL crew. -Maintained various tracking spreadsheets for hotels/rental cars/all Transpo dept vehicles/Grip, Electric and Camera equipment.
- Input of all Petty Cash and Purchase Orders

Trespass- 2nd Asst Accountant Shreveport, LA
Millennium Films; Matt Leonetti Jr. UPM/Vicki L. Sawyer Production Accountant -EASE
Accounting software

- Responsible for securing ATL for all payments
- Disbursed Cast/Crew per diem on set weekly
- Input of all Petty cash and Purchase Orders
- Opened new Accounts for Art/Transpo/Production/Set Dec/Props in the name of the production using credit one sheet and application

Medallion- Accounting Clerk New Orleans, LA
Millennium Films; Robert Ortiz UPM/Amy Agzarian Production Accountant -EASE
Accounting software
-Audited and input all Extras Payroll
-Audited Petty Cash
-Input all Vendors and Purchase Orders
-Maintained all accounting files

Drive Angry-Accounting Clerk Shreveport, LA
Millennium Films; Ed Cathell UPM/Vicki L. Sawyer Production Accountant -EASE
Accounting software
-Maintained all accounting files.
-Responsible for securing ATL for all payments
-Disbursed Cast/Crew per diem on set weekly
-Open new Accounts for Art/Transpo/Production/Set Dec/Props in the name of the production using credit one sheet and application

The Mechanic-Accounting Clerk New Orleans, LA
Millennium Films; Matt Leonetti Jr. UPM/Amy Agzarian Production Accountant -EP
Global Vista Accounting Software
-Input of all Petty Cash and Purchase Orders
-Process and audited all accounts payable and facilitated daily check runs -Determined and disbursed teamster meal money weekly
-Maintained all accounting files

Misc. Film/TV Experience:

Streets of Blood-APOC Shreveport, LA
Millennium Films; Matt O'Toole Exec Producer/Noel Cohan POC

Cool Dog-APOC Shreveport, LA
Millennium Films; Matthew Leonetti Jr. Producer/Will Greenfield Production Manager

Leaves of Grass-Travel Coordinator Shreveport, LA
Millennium Films; Elie Cohn Producer/Matt Leonetti Jr. UPM/Stacy Parker POC

Beyond a Reasonable Doubt-Producer's Asst Shreveport, LA Signature Pictures;
Moshe Diamant Exec Producer

Major Movie Star-Assistant to Michael P. Flannigan, Exec Producer Shreveport, LA
References available upon request.