

ANGELA KENT
2nd Assistant Accountant
(310) 902-3940
kentangela77@yahoo.com

SKILLS • A proficient user of PSL, Smart Accounting, Smart PO, Greenslate, DPO, Microsoft Word, Excel, DocuSign, Scenechronize. Over 20 years' experience with Purchase Order approvals, coding, input, and all aspects of accounts payable; matching POs to invoices, obtaining W9's, approvals, and processing checks. Experience with Cashet and Petty Cash. Member of IATSE Local 871 and Non-affiliate. Excellent organizational, verbal, and written skills.

IMPLEMENTATION • Reaching out to prospective vendors during preproduction to submit credit-one-sheets and any other required documents to open accounts for rentals and purchases. • Creating and maintaining breakdown sheets in excel and dividing the total cost of invoices into different coding brackets when needed. • Tracking down final and missing invoices from vendors and requesting accurate aging reports during wrap to ensure timely payments and closing accounts.

PROFESSIONALISM • Corresponding with vendors and crew members regarding any discrepancies between invoices and PO's. • Resolving issues among vendors regarding status of payments in line with company policies.

CAREER EXPERIENCE

“Lawmen: Bass Reeves” – 2 nd Asst. Acct.	TV Series- 08/2022 – 07/2023, Paramount Pictures Key Acct. Dina Hernandez, 1 st Asst. Kerri Norman
“Waco: The Aftermath” – 2 nd Asst. Acct.	TV Series- 02/2022 – 08/2022, Paramount Pictures Key Acct. Dina Hernandez, 1 st Asst. Laura Fox
“Barry: Season 2” – 2 nd Asst. Acct.	TV Series- 06/2021 – 03/2022, HBO Key Acct. Susan Safer, 1 st Asst. Kimberly Silverman
“Bullet Train” – 2 nd Asst. Acct.	Feature- 10/2020 – 04/2021, Sony Pictures Studios Key Acct. Edward Allen, 1 st Asst. Mary Fox
“The Mandalorian” Season1-2 – 2 nd Asst. Acct.	TV Series- 08/2018 – 03/2020, Lucas Films Key Acct. Edward Allen, 1 st Asst. Rebecca Feldman
“Scorpion” Season 1-4 – 2 nd Asst. Acct.	TV Series- 03/2014 – 06/2018, CBS Studios Key Acct. Greg Lamonte, 1 st Asst. Liz Cortez
“Last Comic Standing” – 1 st Asst. Acct.	Key Acct. Rachel Dalby, 1 st Asst. Angela Kent Multiple Reality TV Series- 04/2010 – 08/2014, Universal
“Transformers 2” – 2 nd Asst. Acct.	Feature 03/2008 – 4/2009, DreamWorks Pictures Key Acct. Denise McGrath, 1 st Asst. Siobhan Claridy

“CSI Miami” Season 1-5 – 2nd Asst. Acct.

TV Series- 04/2003 – 06/2007, CBS Studios

Key Acct. Byron MacDonald, 1st Asst. Greg Lamonte

“Ali” – 2nd Asst. Acct.

Feature- 05/2001 – 08/2002, Sony Pictures Studios

Key Acct. Ann Ford, 1st Asst. Acct. Paul Pawlowski

REFERENCES

Dina Hernandez, Accountant (818) 669-6108

David Melito, Accountant (505) 918-0322

Kimberly Silverman, 1st Assistant Accountant (818) 527-1338

Edward Allen, Accountant (310) 720-0098

Greg Lamonte, Accountant (818) 424-0818