

# MARIA M SANCHEZ

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## EXPERIENCE:

### **A/P Clerk, Paramount/Land Man S1** Nov 2023 - October 2024

*Fort Worth, TX*

– General office duties, photocopy, scanning, answer phones. Monitor email accounts. Maintain digital files in SharePoint and Scenechronize. Vendor set up. W9 Entry. TINCheck. Reconcile vendor statements. Caset. DocuSign. Adobe Acrobat. ZOOM. Smart PO. Smart Accounting.  
Controller: Robin Ginsberg

### **A/P Clerk, Skydance/The Family Plan** Jan 2023 - March 2023

*Atlanta, GA*

– General office duties, filing, photocopy, scanning, answer phones. Create & maintain digital files. Vendor set up. Distribute mail. FED EX & Caset. Monitor email accounts. A/P entry. DocuSign. Adobe Acrobat. Box digital filing. Microsoft Teams. DPO. Smart Accounting.  
Production Accountant: Lori Roberts

### **Assistant H&S Coordinator, Netflix/The Electric State** July 2022 - October 2022

*Fayetteville, GA*

– Scheduled local and out of town new employees for their Covid test. Monitor and follow up with their appointment. Add new employees to the scheduler via Google Sheets. Assist employees with rescheduling. H&S Supervisor: Jason Ellis

### **Production Secretary, Amazon Studios/Citadel (Add'l Photography)** March 2022 - June 2022

*Atlanta, GA*

– Onboarded over 900 new crew members. Collected and verified new crew member's Deal Points. Submitted Pre-Deals & NDA via DocuSign. Managed Onboarding tracker via Google Docs. Digital filing via BOX. Verified CSATF compliance for LA new crew members. Liaison for new crew members and Production, Payroll, Travel, Covid Team and the Studio. Production Supervisor: Day Permuy

### **2nd, Sony Pictures/Harold, and the Purple Crayon** February 2022

*Decatur, GA*

– General office duties. Match PO/Invoices. Coding. Enter PO/Invoices. Draw downs. Scanning. Global Vista. Production Accountant: Jill Rosenblatt

### **2nd 2nd, Fox Entertainment/Monarch** August 2021 - January 2022

*Atlanta, GA*

– General office duties. Manage PO log. Match PO/Invoices. Check Requests. Coding. Draw downs. Enter PO/Invoices. Vendor set up. W9. Filing. Order office supplies. Google Docs. Smart Accounting.  
Controller: Curt Ingram

**2nd 2nd, Walt Disney Television/The Resident** July 2021

*Conyers, GA*

– General office duties, digital filing via BOX, scanning, answer phones, emails. Distro mail. Manage digital PO log. Match PO/Invoices. Coding. Check Requests. Draw downs. Set up card holders in Global Vista. Cashet. Adobe Acrobat. DocuSign. Production Accountant: Tristan Mejia

**Payroll Clerk, Lionsgate/Step Up S3** March 2021 – June 2021

*Atlanta, GA*

– General office duties, filing, scanning, answer phones, emails. Maintain employees/SAG files. Smart Start I-9 Verification. Smart Time. Processed Extras via EPIC/Elevate software. Invoicing. Managed digital files via BOX. Order office supplies. Smart Accounting. Payroll Accountant: Tracy Jennings. Production Accountant: Kimberly Harmon

**A/P Clerk, Payroll Clerk, Skydance/The Tomorrow War** June 2019 – Mar 2020

*Atlanta, GA*

– General office duties, filing, photocopy, answer phones. Create and maintain PO log. Vendor set up. Distribute mail. Create and maintain A/P, General & Pcard files. Monitor email accounts. Packaging/Shipping. Order office supplies. Received & organized employee Start Work. Studio approvals. Managed RPR & COI. Distro Paychecks. Processed Extra vouchers. Global Vista. Controller: Cynthia Quan. Payroll Accountant: Michael Dorner / Talia Leone

**Accounts Receivable, Zac Brown Collective/Zac Brown Band** May 2012 – May 2019

*Peachtree City, GA*

– General office duties, filing, photocopy, emails. Enter Sales Orders. Generate and distribute invoices. Vendor set up. Credit Application process. Billing Artists for Studio time. Post customer payments. Verified discrepancies and billing issues. Customer communications. Collections. Manage royalties and sponsorships on a monthly, quarterly, bi-annual, and annual basis. Updated our daily cash report. Bank deposits. Bank reconciliation. Manage petty cash. Manage 67 corporate Pcards/ AMEX of our 24 entities within our organization. Manage travel updates for card holders. Manage and followed up on expense reports. Journal entries. Provide back-up support to A/P. Prepare End of Month closing reports. ADHOC reports. Inventory. Trained new employees. Microsoft office. Quick Books Enterprise. Owner: Zac Brown