

VIRGINIA HARDY

ACCOUNTING EXPERIENCE: 2nd Assistant Accountant & Corporate Finance

MANTRA FILMS, INC. Interim Controller: Leanne Boyce Jan 2009 – Mar 2009
A/P, Bank & AMEX Reconciliations. Conducted a major & thorough filing project.

"UNTHINKABLE" Senator Entertainment Sep 2008 – Dec 2008
Accountant: Whitney Lucci, 1st: Bethany Andriuzzo UPM: Samson Mucke
P.O. entry, A/P processing. Kept logs, files, mail & phones. EP Vista & PSL3.

"TRANSFORMERS II" DreamWorks. May 2008 – Jun 2008
Accountant: Denise McGrath, UPM: Allegra Clegg.
A/P processing, P.O. entry, vendor set-up, and assisted with Construction Payroll.
Handled filing, faxing, and correspondence. Construction office runner. Vista.

Motion Picture Production Finance & Post Finance, Columbia Pictures Inc. Jan 2008 – May 2008
Assisted Post Accountants with 1099's, A/P, and Revolution bill-back research.

"STEP BROTHERS" Columbia Pictures Inc. (Payroll Assistant & 2nd) Sep 2007 – Jan 2008
Accountant: Kathryn Mindala, UPM: Basil Grillo
Accounts Payable, Bank Recs, AMEX, Payroll prep, filing, & processing. Global Vista.

"MADE OF HONOR" Columbia Pictures Inc. Apr 2007 – Sep 2007
Accountant: Monica Muehlhause-Horn, UPM: Dustin Bernard
Processed Accounts Payable, in charge of box rentals and petty cash audit
and reconciliation, input journal entries and researched studio charges.
Handled filing, phones, and correspondence. Global Vista.

Coordinator & Assistant to Paul DePace, V.P., M.P. Production Finance, Columbia Pictures Industries, Inc. Dec 2005 – Apr 2007

- Day to day administrative support to V.P.: maintained his calendar, set up meetings, handled heavy telephone reception and correspondence
- Collected, prepared and analyzed funding requests for processing
- Generated multiple ad-hoc SAP reports for his research and analysis
- Retrieved and distributed on-line bank statements to productions
- Worked closely with Treasury Dept. to open bank accounts for features
- Ordered P.O. and check stock for shows in preparation
- Researched, procured back-up documents of studio charges to productions

Assistant to Betty Owens, Executive Director M.P. Production Finance, Columbia Pictures Industries, Inc. Oct 2002 – Dec 2005

- Weekly wire transfers/production funding requests: compiled, analyzed, and coordinated their timely execution
- Bank statements: distributed to films in production and post production
- Processed Accounts Payable. Revolution Studios bill-back project
- Travel Dept. payment requests and Journal Entries: reviewed, corrected coding, copied, & distributed as back-up to post and production shows
- Kept departmental files: wire transfers, journal entries, & bank statements

Filing Clerk and Assistant to Carole Wattles and Marichu Walker, Director of M.P.P.F. and Post Production, Columbia Pictures Industries, Inc Oct 2000 – Sep 2002

- Journal Entry preparation and input. Processed Accounts payable.
- Assisted with insurance claims' and financial audits' photo-copying
- Researched and provided back-up documents of studio charges to features
- Filing, boxing, and shipping of wrapped features' files & office runner.

EDUCATION

1983 -1988

B.A. in International Political Economy, UC Berkeley.

GENERAL INFO

Languages:

Spanish: native, French: fluent.

Computer Literate:

Windows, Excel, Lotus, SAP, PSL3, and Global Vista.