

BELINDA S. ALARCON

PRODUCTION ACCOUNTING EXPERIENCE

“TRUE BLOOD SEASON 3&4”

HBO

ACCOUNTANT: BRETT GANTT, JEFF WICKLINE

SUPERVISORS/PRODUCERS: DAVE AUGE, MARLIS PUJOL

2ND ASST ACCOUNTANT

OCT 2009-SEPT 2011

Managed Accounts Payable and Purchase orders

- Input Purchase Orders, Petty Cash, Debit, Journals, Bank Reconciliations
- Managed high volume Accounts Payable and Receivable

“TRUE BLOOD SEASON 2”

HBO

ACCOUNTANT: BRETT GANTT

SUPERVISORS: DAVE AUGE, MARLIS PUJOL

ACCOUNTING CLERK

OCT 2008-SEPT 2009

Assisted production accounting team with all functions

- Matched invoices
- Input Purchase Orders, Accounts Payable, Petty Cash, Debit, and Journals

PRODUCTION ACCOUNTING TRAINING

- PSL
- Coding purchase order, Petty Cash, Debit using a standard and complicated budget
- Various accounting courses at California Lutheran University

ADDITIONAL EXPERIENCE

“1%”

PRODUCTION ASSISTANT

FEBRUARY 2008-JULY2008

Assisted the Production Team

- Ran errands
- Filed

SOFTWARE

PRODUCTION ACCOUNTING

- Proficient in PSL.

OTHER

- Skillful in Excel, Word, and PowerPoint

EDUCATION

CALIFORNIA LUTHERAN UNIVERSITY

MAY 07

Major in International Business

Minor in Accounting and German

REFERENCES

Jeff Wickline
Production Accountant
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Brett Gantt
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