

AARON M. ALBUCHER
Accounting / Business Management

OBJECTIVES: BUSINESS MANAGEMENT,

Accounting (Payroll, Accounts Payable, Accounts Receivable)
Office Manager (Tracking Financial Records, Dealing w / Vendors & Purchase Orders), Administrative
Coordinator (with Medical & 401k Plans, Travel, & Hotel Accommodations)

OFFICE SKILLS: (TRACKING BUDGETS, DEALING WITH PAYROLL, DEALING WITH VENDORS,
ISSUING PURCHASE ORDERS, FINDING RESEARCH, DISPENSING OF PETTY CASH,
10 - KEY)

COMPUTER SKILLS: WORD PERFECT, PEACHTREE, EXCEL, QUICKBOOKS, QUICKEN,
PEACHTREE, GREAT PLAINS, VISTA PAYROLL(MOVIE MAGIC BUDGETING), ADP PAYROLL
SERVICES

EXPERIENCES

• **INTERNAL REVENUE SERVICE**

Duties: Audits
Supervisor: Larry Balise
6430 Variel Street
Woodland Hills, CA. 91367

• **KART,ALTMAN, ABBAMONTE**
CERTIFIED PUBLIC ACCOUNTANTS

Duties: Bank Recs, A/P
Supervisor: Stuart L Kart CPA
14011 Ventura Blvd.
Suite 301
Sherman Oaks, CA. 91423

• **TDI SIGNS**

Duties: Bookkeeper- cut checks, bank reconciliation, and input invoices
Supervisor: Jason Kyle
1419 Seabright Ave.
Long Beach, CA. 91134

• **ISLAND HOSPITALITY MANAGEMENT – November 2007**

Duties: Accounts Receivable
Supervisor: Raymond Canal
500 North State Street
Anaheim, CA. 94411

• **MILAN PROPERTIES / MILAN MANAGEMENT – August 2007 – October 2007**

Duties Included: **Accounts Payable** - cutting checks, investigate payments to vendors
Supervisor: Milan Rubinstein
5369 W. Pico Blvd.
2nd Floor
Los Angeles, CA. 90019

• **LATV / KJLA – March 2007 – June 2007**

Duties Included: **Accountant:** Payroll, General Ledger, Accounts Payable
Supervisor: Edward Safa
2323 Corinth Ave.
Los Angeles, CA. 90064

- **HOLLYWOOD REALTY** – January 2007

Duties Included: **Bookkeeper**- cut checks to vendors, and investigated payments to vendors
Supervisor: Jeff B. Green
8491 West Sunset Blvd.
#497
West Hollywood, CA. 90069

- **SPOT RUNNER** – DECEMBER 2006

Duties Included: **Reconciliation** (Compile Reconciliation report and maintain on a daily basis, Monthly review and reconciliation of invoices of from media vendors, Review invoice importing error in system and identify resolutions, Reconciliation reporting including exception statistics, Proactive feedback of reconciliation information to media buyers, Calculate customer billing adjustments)
Supervisor: Cindy Gauger
6300 Wilshire Blvd.
21ST Floor
Los Angeles, CA. 90048.

- **THE MIRISCH AGENCY** - NOVEMBER 2006 – DECEMBER 2006

Duties Included: **Payroll Accountant** (dealing with commissions and deposits)
Supervisor Windell Taylor
1875 Century Park East
Suite 2050
Los Angeles, CA. 90062

- **AIRE- SPRING** – JUNE 2006 – OCTOBER 2006

Duties included: **Staff Accountant** (Check billing rates, audits, and bank reconciliation, Data Entry)
Supervisor Cathinia Firstman
6066 Sepulveda Blvd.
Van Nuys, CA. 91414

- **NU- IMAGE-** MAY 2006

Duties Included: **Staff Accountant** (Payroll, A/P, A/R, Deposits,)
Supervisor: Roman Witt
6849 Wilshire Blvd.
Los Angeles, CA. 90019

- **INTERNATIONAL HOME CONCEPTS** – February 2006

Duties: **Bookkeeper** (Bill of Lading, Manifest, A/P)
2510 Washington Blvd.
Los Angeles, CA. 90019

- **TRICOAST STUDIOS** – December 2005

Duties Included: **Bookkeeper / Controller**
1547 10TH Street
Santa Monica, CA. 91456

- **G4 MEDIA / THOG PRODUCTIONS (Subsidiary of Comcast)** – November 2005

Duties Included: **Accounts Payable, Payroll** (Collated files, input to general ledgers, bank reconciliation)
Supervisor: Paul Damm
12100 Olympic Blvd.
Suite 200
Los Angeles, CA. 90064

- **HENRY I. SOMERFELD CPA** – September 2005

A PROFESSIONAL CORPORATION

Duties Included: (**Account Manager**) - (Budget for Clients, Bank Reconciliation, Credit Card Reconciliation)
Supervisor: Donna Radar
5670 Wilshire Blvd.
Suite 1740
Los Angeles, CA. 90036

- KALEIDOSCOPE PROMOTIONS / BRAINSOUP PICTURES** Dec. 2004 – Jan. 2005
Duties Included: (**Office Manager / Bookkeeper**) - Paid bills, Approve new vendors, Cost Reports, Financial Outcome, Accounts Payable, Accounts Receivables, Payroll, 401k Contributions, Over Saw Medical Plan, Travel Arrangements & Hotel Accommodations, Made sure Deadlines were met
 Supervisors: Keith & Stephanie Flemming
 525 East Colorado Ave.
 Pasadena, CA. 91101
- KVL- AUDIO / VISUAL TECHNICAL SUPPORT** – December 2003 through March 2004
Duties Included: (**Audio Visual Tech. / Billing Clerk**) – Submitting bills to the banquet department and the client. Administrative duties of audio visual set up and striking
 Manager: Andum Moore
 2200 East Holt Street
 Ontario, CA. 91761
- UNITED IMAGING** – August 2002 through February 2003
Duties Included: Telemarketing: Selling Copier Supplies
 Department Head: Alan Jurick
 21201 Oxnard Street
 Woodland Hills, CA. 91367
- LOS ANGELES DAILY NEWS** – February 2000 – November 2000
Duties Included: Lead Graphic Artist / Production Artist / Pre-Press & Pagination
 Department Head: Marco Pedroza
 Prepress Manager
 21221 Oxnard Street
 Woodland Hills, CA. 91367
- PARAMOUNT DIGITAL DESIGN** – February 1999 – April 1999
Duties Included: Administrative Assistant, Finance
 Department Head: Jeff Coleman
 Creative Director: Robert Howell
 5555 Melrose Ave.
 Los Angeles, CA. 90036

TELEVISION BACKGROUND

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| <p>June 2005 through July 2005</p> <ul style="list-style-type: none"> <p>TOUCHSTONE PICTURES
 “THE NIGHT STALKE
 <i>COORDINATOR / ACCOUNTING CLERK</i></p> <p>September 2003 through September 2003</p> <ul style="list-style-type: none"> <p>LAKESHORE ENTERTAINMENT
 “HELTER SKELTER”
 <i>(Accounting Clerk)</i>
 Accountant: Lisa Howard</p> <p>September 2001 Through December 2001</p> <ul style="list-style-type: none"> <p>HALLMARK HALL OF FAME ENTERTAINMENT
 “ MY SISTER’S KEEPER”
 <i>(Art Dept. Coordinator)</i></p> <p>November 2000 Through December 2000</p> <ul style="list-style-type: none"> <p>STUDIO USA / UNIVERSAL STUDIOS
 “THIS LIFE” (a.k.a. “First Year”)
 <i>(Art Dept. Coordinator)</i></p> <p>November 1997 Through February 1998</p> <ul style="list-style-type: none"> <p>CBS STUDIOS</p> | <p>March 2005 through June 2005</p> <p>HALLMARK HALL OF FAME ENTERTAINMENT
 “SILVER BELLS”
 <i>COORDINATOR / ACCOUNTING CLERK</i></p> <p>May 2003 Through July 2003</p> <p>MOZARK COMMUNICATIONS
 “DESIGNING WOMEN REUNION”
 <i>(Accounting Clerk)</i>
 Auditor: Fran Einberg</p> <p>January 2001 through. April 2001</p> <p>SONY / TRISTAR /TNT
 “ CALL ME CLAUS”
 <i>(Art Dept. Coordinator)</i></p> <p>August 1998 Through December 1998</p> <p>HOME BOX OFFICE
 “INTRODUCING DOROTHY DANDRIDGE”
 <i>(Art Dept. Coordinator)</i></p> <p>September 1996 through December 1996</p> <p>TURNER NETWORK</p> |
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“ FOUR CORNERS”
(Art Dept. Coordinator)

“ THE GEORGE WALLACE STORY “
(Art Dept. Coordinator)

Duties Included: Tracked Budgets for Art Department, Set Dressing, Payroll, and Coding P.O's & timecards for the departments, issued Purchase Orders dealing with Vendors, and kept a log of outside vendors to meet deadlines. Along with, administrative duties for various departments within the company.

FEATURE BACKGROUND

PARAMOUNT PICTURES – June 1989 through December 1997

September 1995 through. April 1996

- “ERASER”

September 1992 through. February 1993
TOM CLANCY’S “ PATRIOT GAMES

August 1993 through December 1993

- “BEVERLY HILLS COP III “

February 1991 through July 1991
“STAR TREK VI”

June 1992 through August 1992

- “ FIRE IN THE SKY”

May 1990 Through August 1990
STEPHEN KING’S “ GRAVEYARD SHIFT”

March 1992 through May 1992

- “ THE TEMP “

May 1989 through June 1989
“ HARLEM NIGHTS “

Duties Included: Tracked Budgets for Art Department, Set Dressing, Payroll, and coded timecards & P.O's for the departments, issued Purchase Orders dealing with Vendors, and kept a log of vendors to meet deadlines. Along with, administrative duties for various departments with the company.

EDUCATION:

CONTINUING EDUACTION:

- **UCLA CERTIFICATE PROGRAM** (BUSINESS MANAGEMENT & ACCOUNTING)
(Basic Accounting I & II, Intermediate Accounting I, II, III, Cost Accounting, Advanced Accounting I & II, Principals of Auditing, Individual Taxation, Internal Auditing, Management Mathematics, Business Economics, Taxation for Corporations and Shareholders, Non- Profit Accounting, Partnership Taxation, Business Law, Accounting and Automated Information Systems, Business Statistics, Business Management) (**GRADUATED 2007**)
(**Tax Controversy Institute Seminar**)
- **CALIFORNIA POLYTECHNICAL** (San Luis Obispo) - Architechual Studies B.A (**GRADUATED 1990**)

References: Furnished Upon Request