

ABIGAIL JONES

405-826-6827 | abigailhjones@gmail.com

SELECTED FILM PROJECTS

Day Player- Accounting

"Reagan," Rawhide Productions, LLC

Pre-Production Coordinator

"Impropriety," UNFF Production, LLC

Assistant Production Coordinator

"Asking For It," Asking For It Production, LLC

Pre-Production Coordinator

"Paul's Promise," Toy Gun Productions

ADDITIONAL EXPERIENCE

Freelance Photographer, 2007-2020

Museum Broken Arrow, Assistant Director 2017-2018

- Performed standard accounts payable and accounts receivable duties.
- Created and developed estimating techniques and new methodologies to provide tracking efficiencies and process improvements
- Assist in ensuring accurate processing, recording and reporting of payment requests and participations payments

Science Museum Oklahoma, Events + Group Sales, 2015-2016

- Assisted in the preparation of project budgets and cost estimates; and prepared status reports, cost analyses and related reports.
- Prepared, updated and maintained budget schedules and responded to inquiries.

Oklahoma Contemporary Arts Center, 2013-2015

- Performed standard accounts payable and accounts receivable duties.
 - Generated standard monthly financial and ad-hoc reports as needed.
 - Provided on-the-spot status responses on company accounts payable issues and processed company petty cash receipts for cost accounting.
 - Managed all contracts and start paperwork for all contract personnel
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TECHNICAL SKILLS AND COURSES

Microsoft Office Suite | Adobe Creative Suite | TiM | Abacus | Media Services | QuickBooks

Course: Production Accounting 101

Entertainment Partners

Course: Film Crew 101 Certificate

Oklahoma Film & Television Academy

EDUCATION

Master of Arts (MA) in History, 2012

University of Central Oklahoma

Bachelor of Arts (BA) in Communications and Photographic Arts, 2009

University of Central Oklahoma