

Jocelyn D. Shegog, CAP-OM

605 Helm Parkway • OKC, OK 73149 • 405.510.6155 • hirejocelyn@yahoo.com

SUMMARY

Energetic, motivated and detail-oriented Accounting Professional with administrative, accounts payable, payroll, auditing and project management skills in various business industries. Ability to perform under pressure, organizational skills, excellent communication techniques, multi-task, meet timely deadlines and budgetary goals.

QUALIFICATIONS

- CAPS, Indie Pay, EP, Cast & Crew, ABS & Media Services software
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook),
- Able to perform under pressure, multi-task and meet deadlines
- Excellent Analytical & Organizational Skills and Meticulous, Rebate Submission experience

PROFESSIONAL EXPERIENCE

IKÉ Boys – IKÉ Boys, LLC	1 st Assistant/Payroll Accountant	Dec 2019 - Feb 2020
<ul style="list-style-type: none">• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Print, process and distributed weekly check run for payroll and accounts payable• Assisted Key Acct as needed		
UPM – Kim Percival	kim6267@aol.com	(818) 802-6916
Asking for It – Asking for It, LLC	Production Accountant	Oct 2019 - Dec 2019
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Monitor budget, prepare and issue weekly cost reports and file maintenance• Print, process and distributed weekly check run for payroll and accounts payable		
UPM – Kim Percival	kim6267@aol.com	(818) 802-6916
Post Accountant – Jerry Lambert	prodaccguy@gmail.com	(818) 470-1393
Body Brokers – Broker Film, LLC	Production Accountant	Jul 2019 - Sep 2019
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Monitor budget, prepare and issue weekly cost reports and file maintenance• Print, process and distributed weekly check run for payroll and accounts payable		
UPM – Kim Percival	kim6267@aol.com	(818) 802-6916
Minari	Assistant Payroll Accountant	Jul 2019 - Aug 2019
<ul style="list-style-type: none">• Collected start paperwork, timecards, grossed timecards and resolved inquiries		
UPM – Josh Bachove	jab7784@gmail.com	(917) 805-2494
The Mustard Seed	Art Coordinator	Aug 2018 - Oct 2018
<ul style="list-style-type: none">• Prepared and submitted vendor invoices, vouchers and check requests, petty cash and credit card charges• Administrative and customer service tasks as assigned• Point-of-contact for audit inquiries & provide resolution for vendor issues		
Art Supervisor – Colin Warde	cwarde@gmail.com	(405) 742-6807
The Bygone, LLC	Payroll Accountant	Oct 2017 - Dec 2017
<ul style="list-style-type: none">• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Print, process and distributed weekly check run for payroll• Point-of-contact for payroll		
UPM - Nathan Gardocki	nathan.gardocki@gmail.com	(405) 822-0544

Camp Cold Brook, LLC – Petri Entertainment	Production Accountant	Jul 2017 - Sep 2017
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Monitor budget, prepare and issue weekly cost reports and file maintenance• Print, process and distributed weekly check run for payroll and accounts payable		
UPM – Eli Barker	elbarmedia@gmail.com	(818) 624-5275
Starbright – Starbright Corporation	2 nd Accounting Asst.	Oct 2016 - Mar 2017
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Monitor, prepare and issue weekly cost reports and file maintenance		
Production Accountant – Don Napoli	donthemoneyman@msn.co	(805) 908-4383
American Gods	2 nd Accounting Asst /Extras Payroll -OK Unit	Mar 2016 - Jul 2016
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards and resolved inquiries for extras		
1 st Acct Assist – Laura Fox	laurafox.abduction@gmail.com	(323) 829-2528
Runaway – Gatlin Returns, Inc.	2 nd 2 nd Assistant Director	Mar 2015 - Apr 2015
<ul style="list-style-type: none">• Collected start paperwork, timecards and resolved inquiries for extras• Talent and Extras control		
POC/2 nd AD - Wendy Parker	wendy.parker@weerok.com	(405) 626-6716
Gosnell –Hat Tip Films Oklahoma City, OK	Accounting Clerk	Aug 2015 - Oct 2015
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Monitor budget, prepare and issue weekly cost reports and file maintenance• Print, process and distributed weekly check run for payroll and accounts payable		
POC/2 nd AD - Wendy Parker	wendy.parker@weerok.com	(405) 626-6716
Josephine Productions, South Boston, VA	Production Accountant	Apr 2015 – May 2015
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Monitor budget, prepare and issue weekly cost reports and file maintenance• Print, process and distributed weekly check run for payroll and accounts payable		
POC – Hannah Hoover	hjhoov@gmail.com	(804) 921-1703
Coming Through the Rye Productions, Orange, VA	Production Accountant	Oct 2014 - Dec 2014
<ul style="list-style-type: none">• Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries• Collected start paperwork, timecards, grossed timecards and resolved inquiries• Monitor budget, prepare and issue weekly cost reports and file maintenance• Print, process and distributed weekly check run for payroll and accounts payable		
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