

PATRICIA HOLLIDAY

paholliday92@gmail.com . (516) 782-3059 .CT/NYC

Experience

Talk WW Productions, Inc (Lionsgate)

Production Accountant

April 2024-Present

- Audit and reconcile all p-card expenses using Cashed, importing PCE using PSL/Smart Accounting
- Handle entire AP process from start to finish including entering vendors/verifying TINs, managing purchase orders and contracts, circulating invoices in DocuSign for fully digital filing system, entering invoices, processing payments as live checks, wire transfers, ACH and CashedPay
- Participated in NY State Film Tax Credit program, breaking down expenses for extensive flagging, preparing and pulling files for auditing, requiring a high level of attention to detail in AP/P-Cards
- Trained to fill in as payroll accountant; process digital timecards/start work for non-union production staff as well as IATSE/DGA/SAG-AFTRA and processing payroll invoices/payments

Paramount

Assistant Accountant

April 2018-April 2025

- Audit over 100+ high volume credit card charges across three shows
- Used production experience to transition our hard paper copy heavy productions into entirely paperless productions due to Covid-19, converted current systems to digital processes while making it as easy as possible for field teams and line producers to learn/adapt to the changes
- Created weekly report to keep key accountant and production team up to date with current outstanding credit card charges and to flag early fraud or personal charges earlier
- Established a detailed filing system and scanning workflow to provide production with digital files quickly and build wrap documents for network executives as soon as a project has wrapped

Production Coordinator/Assistant to Executive Producer

April 2017-March 2018

- Managed crew payroll for multiple projects, created start packets for freelancers, confirmed all paperwork was filled out correctly/completely to avoid any issues
- Ensured production was following local laws for filming with minors in various states, filed film permits, organized cast contracts, oversaw office PA
- On-boarded new freelance hires including prepared office spaces, set up employee with security id and company email, provided training on specific payroll practices
- Acted as liaison between departments/vendors, organized internal all hands meetings with staff and freelancer crew, submitted/tracked vendor Pos and invoices
- Coordinated several studio reunion shows including managing cast travel, production schedules, catering, audience releases
- Created system to track progress of unit managers wrapping out shoots to keep files up to date
- Booked complex travel and managed extensive calendar for executive producer

Lindsay Simone Interiors

Project Coordinator

August 2021-June 2022

- Manage all goods procurement for multiple interior design projects, create/maintain spreadsheets with project details, coordinate deliveries and installations, track all shipments through to project installation, provide clients with weekly updates on ever changing timelines during Covid-19
- Constantly looking to find new and better ways to get work done as company grows and takes on more clients, work closely with designer to proactively solve any issues than could arise

Education

St. John's University

Bachelors of Science Television and Film, International Studies (GPA 3.70)

Certifications Entertainment Partners Production Accounting 101/201, Smart Accounting 101

Software Concur, Cast & Crew PSL, SmartAccounting, Smart PO, Smart Start/Time, Cashed, Greenslate

Interests Kickboxing, yoga, baking – most recent bake was Fruity Pebbles Rice Krispie Treats!