

# KAREN MARTIN

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## FILM CREDITS – Accounting

<b>Mar 2016 – Nov 2016</b> <b>2<sup>nd</sup> Assistant Accountant</b> Payroll	<b>THE EXPANSE</b> (TV Series – Season 2)	Expanding Universe Prod. 2 Inc. Auditor: Shelley Pearson
<b>Jun 2015 – Jan 2016</b> <b>3<sup>rd</sup> Assistant Accountant</b> PR / PC / AP	<b>MURDOCH MYSTERIES</b> (TV Series – Season 9)	Shaftesbury Films Inc. Shaftesbury Murdoch IX Inc. Auditor: Jane Douglas
<b>Apr 2015 – Jun 2015</b> <b>2<sup>nd</sup> Assistant Accountant</b> AP / PCards (Costume)	<b>DAMIEN</b> (TV Series – Season 1)	Fox / Lifetime Damien TV Prod. Ltd. Auditor: Wendy Saltarski
<b>Feb 2015 – Apr 2015</b> <b>2<sup>nd</sup> Assistant Accountant</b> AP / PCards (Costume)	<b>BRAVO 14</b> (Feature)	Warner Brothers Jellystone Films Inc. Auditor: Dorothy Precious
<b>June 2014 – Dec 2014</b> <b>3<sup>rd</sup> Assistant Accountant</b> PR / PC / AP	<b>MURDOCH MYSTERIES</b> (TV Series – Season 8)	Shaftesbury Films Inc. Shaftesbury Murdoch VIII Inc. Auditor: Jane Douglas
<b>Jan 2014 – June 2014</b> <b>3<sup>rd</sup> Assistant Accountant</b> AP / PC	<b>THE LISTENER</b> (TV Series – Season 5)	Shaftesbury Films Inc. Shaftesbury Listener V Inc. Auditor: Wendy Saltarski
<b>May 2013 – Dec 2013</b> <b>3<sup>rd</sup> Assistant Accountant</b> PR / PC / AP	<b>MURDOCH MYSTERIES</b> (TV Series – Season 7)	Shaftesbury Films Inc. Shaftesbury Murdoch VII Inc. Auditor: Jane Douglas
<b>Oct 2012 – Mar 2013</b> <b>2<sup>nd</sup> Assistant Accountant</b> PC / per diem	<b>ORPHAN BLACK</b> (TV Series – Season 1)	Temple Street Productions Ltd. Orphan Black Season 1 Auditor: Bev Ross
<b>May 2012 – Dec 2012</b> <b>3<sup>rd</sup> Assistant Accountant</b>	<b>MURDOCH MYSTERIES</b> (TV Series – Season 6)	Shaftesbury Films Inc. Auditor: Jane Douglas
<b>May 2011 – Dec 2011</b> <b>3<sup>rd</sup> Assistant Accountant</b>	<b>MURDOCH MYSTERIES</b> (TV Series – Season 5)	Shaftesbury Films Inc. Auditor: Jane Douglas
<b>June 2011 – Oct 2011</b> <b>3<sup>rd</sup> Assistant Accountant</b> PR / PC / AP	<b>BEING ERICA</b> (TV Series – Season 4)	Temple Street Productions Ltd. Being Erica - Season IV Auditor: Bev Ross
<b>Feb 2011 – Apr 2011</b> <b>2<sup>nd</sup> Assistant Accountant</b> PC / per diem	<b>EDWIN BOYD</b> (Feature)	Euclid Pictures Edwin Boyd Productions Inc. Auditor: Jane Douglas
<b>May 2007 – July 2007</b> <b>Assistant Accountant</b>	<b>THE RAVEN 3D (Harry Potter V)</b> (2D to 3D Conversion)	IMAX Corporation Auditor: Jane Douglas
<b>Aug 2006 – Sept 2006</b> <b>Assistant Accountant</b>	<b>HAPPY FEET</b> (2D to 3D Conversion)	IMAX Corporation Auditor: Jane Douglas
<b>April 2006 – Aug 2006</b> <b>Assistant Accountant</b>	<b>RED SUN 3 (SUPERMAN RETURNS)</b> (2D to 3D Conversion)	IMAX Corporation Auditor: Jane Douglas

## FILM CREDITS - Production

<b>2010</b> <b>Production Assistant</b> (Daily)	<b>MURDOCH MYSTERIES</b> (TV Series – Season 4)	Shaftesbury Films Inc. Shaftesbury Murdoch IV Inc.
<b>2007</b> <b>Production Assistant</b> (Office)	<b>BRIDAL FEVER</b> (TV Movie)	Whizbang Productions Bridal Fever Productions Inc.
<b>2005</b> <b>Production Assistant</b> (Office)	<b>SNOWCAKE</b> (Feature)	Rhombus Media Canada/U.K. Co-production

## ACCOUNTING EXPERIENCE

**Sept 2008 – Aug 2010**  
**Accounting Manager**  
(Employee)

**Audability Inc. (Audio/Video/Web Conferencing)**  
President: Andrew Turner

- Accounts Payable, Invoicing, Accounts Receivable, Collections, Banking, Credit Applications, Employee Benefit Administration, Vacation Tracking, Event Management, Facilities Management, Purchasing (office supplies and equipment)

## FILM RELATED COMMERCIAL ADVERTISING EXPERIENCE

**Sept 2005 – Feb 2006**  
**Project Manager**  
(Contract)

**Sponsorship - Operation Red Nose**  
Agency:  
Writer/Director: Insurance Bureau of Canada  
The Gabor Group  
Jim Allen

- Assisted with coordinating the production and trafficking of a 2 minute TV spot in support of the industry sponsorship.
- Coordinated filming of media conferences in Alberta, Ontario, New Brunswick and Nova Scotia.
- Coordinated location filming of ORN in progress for internal industry use.
- Responsibilities also included coordinating a significant Radio and Print campaign

**Nov 2003 – June 2004**  
**Project Manager /**  
**Production Coordinator**  
(Contract)

**IBC - New Brunswick**  
Producer:  
Director:  
Client: The Gabor Group  
Ken Clarke  
Alan Erlich  
Insurance Bureau of Canada

- Coordinated filming of 55 TV spots (21 shoot days over 6 weeks) for a Toronto film crew on location in New Brunswick – expense approvals & reconciliation, re-billing and invoicing, travel arrangements, scheduling of real talent (Insurance Industry clients), scheduling local P.A's, obtaining script approvals and French translations, scheduling talent and studio time for voice-overs.
- Post production responsibilities included submissions to advertising standards, obtaining credit approvals from TV stations, confirming trafficking schedules, cost reporting and client billing.
- Responsibilities also included coordinating a significant Radio and Print advertising campaign

**Dec. 2001 – April 2002**

**MARKETING WRITER – Ironside Technologies**

(Contract)

- Developed and wrote copy for product marketing materials and press releases for an international business-to-business e-Commerce software company
- Condensed and edited printed marketing materials for publication on the company web site
- Collaborated with the marketing team on layout and design and consulted with their advertising agency to produce necessary artwork
- Developed a company style guide to ensure the consistency of all marketing materials produced by company employees and outside suppliers

**Aug. 1995 – July 2001**

**PHOTOGRAPHERS REPRESENTATIVE – Champion Photography**

(Self-employed)

- Developed new accounts, formulated marketing strategy and managed accounts for a commercial photography studio
- Developed and maintained an extensive database of over 1,200 key business contacts and customer accounts
- Scheduled and managed multiple projects including: interpreting requirements, hiring and supervising freelance suppliers and ensuring accurate implementation
- Negotiated individual contracts; developed bids; provided estimates; invoiced completed projects; and monitored accounts receivable
- Collaborated on the concept, design, production and distribution of all promotional materials and website including: obtaining pricing; consulting on design; and overseeing the printing process
- Edited and maintained professional portfolios customized for various markets
- Organized and maintained an extensive stock photography library

**June 1981 – Aug. 1995**

**PROP BUYER / STYLIST AND COORDINATOR**

(Freelance)

Projects included commercial advertising, packaging, marketing & promotion, billboards, cookbooks, and television commercials Sourced and provided a diverse selection of props and set dressing for commercial and editorial photography and film shoots.

**EDUCATION**

Canadore College, North Bay, Ont. – Marketing

Haliburton School of the Arts – Applied Arts (continuing education)

**COMPUTER SKILLS**

- E.P. Canada / Classic Vista / Global Vista
- Microsoft Office (Word, Excel, Outlook, Powerpoint)
- Netsuite
- Quicken / Quickbooks