

## **G. K. NARTEY**

25 Freer Cres Ajax, Ont L1T 4N5 Phone: 647.213.6947 or jah8915@hotmail.com

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**Career Objective:** To obtain an Accounting position within a Film/TV Production that will enable me to use my skills, work experience and education.

### **RELATED INDUSTRY EXPERIENCE**

#### **Productions:**

**Impulse - Pilot(NBC):2<sup>nd</sup> Asst. Accountant**

October 2016 to January 2017

Coded/Entered AP

Coded/Entered Petty Cash

**Kim's Convenience - Season 1(CBC):2<sup>nd</sup> Asst. Accountant**

June to Sept 2016

Coded/Entered Petty Cash, AP & Payroll Support.

**The Stanley Dynamic - Season 2(YTV):3<sup>rd</sup> Asst. Accountant**

Aug 2015 to April 2016

Coded/Entered/Posted AP and Printed AP Cheques.

Coded/Entered/Posted Petty Cash and Printed PC Cheques for Bank Withdrawals

Handled/Distributed Petty Cash to Crew

Processed/Distributed Per Diems to Cast/Directors

Manually Processed T4A's

Responsible for Distribution of Writer's Contracts and Writing Credits to the WGC

Responsible for Distribution of Director's Contracts to DGC

**Backstage - Season 1:2<sup>nd</sup> Asst. Accountant**

July to Aug 2015

Coded/Entered/Posted AP and Printed AP Cheques.

Coded/Entered/Posted Petty Cash and Printed PC Cheques

Payroll Support

**Damien TV Series (FOX):Trainee Assistant Accountant**

May to June 2015

Petty Cash, AP, Payroll Support, as well as other administrative duties.

**Heroes Reborn (NBC): Trainee Assistant Accountant**

April 2015

Entered Petty Cash - Vista 5

Entered AP and other administrative duties

**The Stanley Dynamic - Season 1(YTV): 2<sup>nd</sup>/3<sup>rd</sup>/TAA**

February to December 2014

Coded /Entered Petty Cash and Printed PC Cheques for Bank Withdrawals

Handled/Distributed Petty Cash to Crew

Processed/Distributed Per Diems to Cast/Directors

Responsible for Distribution of Writer's Contracts and Writing Credits to the WGC

Responsible for Distribution of Director's Contracts to DGC

Calculated Background vouchers.

AP, Payroll Support, Filing, Mailing, Photocopying among other administrative duties.

**Systems: Global Vista, Vista, Vista 5**

## RECENT EDUCATION

<b>Movie Magic Budgeting Intro Course</b>	2012
<b>Film Accounting 101 – Intensive Course – John Gaskin, Instructor</b>	2012
<b>BMMP – Business Management for Media Professionals</b>	2012
<b>Film Production Accounting – John Gaskin, Instructor</b>	

## FILM/TV EDUCATION

### Film/TV

#### Program Seneca@York:

Documentary Film Institute (DFI), graduated 2011

Produced, Shot, Directed, Edited our own Short Film.

There were three components to the program:

- 1) Technical (camera and editing. lighting/angles of filming and story structure/editing documentary films on Final Cut Pro)
- 2) Creative and Editorial: how to turn an idea into a compelling story; character development; building scenes; and shaping dramatic arcs.
- 3) The Business and Industry aspect of documentary filmmaking: how to budget, work on financing, copyright and other legal aspects, co-productions, finding and working with executive/producers, broadcasters, distributors, new media components, etc.

## BUSINESS PROFESSIONAL PROFILE

Strong Financial Services professional with over 13 years experience in the financial industry, working for Banks, Fund Companies, Pension Firms etc. ,with the most recent experience in Fund Accounting. An analytic thinker, able to excel in both accounting and in customer service roles.

## PROFESSIONAL HISTORY

<b>Fund Accountant</b> , Dynamic Funds/Dundee Wealth, Toronto, Ontario	2006 - 2010
<b>Pension Administrator</b> , Pension Financial Services, Duluth, Georgia	2001 - 2006
<b>Trust Accountant</b> , Benetech Pension Services Inc, Atlanta, Georgia	1999 - 2001
<b>Account Coordinator</b> , IFDS Ltd., (CFDS) Toronto, Ontario	1997 - 1999
<b>Bank Teller/Customer Service Representative</b> , CIBC, Toronto, Ontario	1997

## EDUCATION

<b>Introduction to Simply Accounting Workshop</b>	2006
<b>Bachelor of Administrative Studies</b> , York University, Toronto, Ontario	1996
<b>B.A. (Hons)</b> , (Major: Psychology), York University, North York, Ontario	1994

**References Available Upon Request.**

