

Pamela Pena

162 Pine Drive • Rincon, GA 31326 • Phone: 912-507-4233 • pamelagrace727@gmail.com

Education

MS in Internet Marketing-

Full Sail University Online, Orlando, FL (2015)

BA in Business Administration & Minors in Computer Information Systems and Management-

Columbia College, Savannah, GA (2013)

Professional Experience

2nd Assistant Accountant, NBCUniversal (The Girl from Plainville | Series), Savannah, GA

- Managed purchasing cards, petty cash, crew reimbursements, and box rentals.

2nd Assistant Accountant, Devotion Movie, LLC. (Devotion | Feature), Savannah, GA

- Processed accounts payable including invoice write-ups, data entry, and check printing.

2nd Assistant Accountant, NBCUniversal (Council of Dads S1 | Series), Savannah, GA

- Managed purchasing cards, petty cash, and crew reimbursements.

2nd Assistant Accountant, Big Indie Underground, Inc. (Underground | Series), Savannah, GA

- Set up vendor accounts, maintained files and emails, and processed purchase orders.

Accounting Clerk, NBCUniversal (Council of Dads | Pilot), Savannah, GA

- Maintained PO and TA logs, PO data entry, created tracking sheets, and prepared documents for scanning.

Key Office PA, Reckoning Media (Reckoning | Feature), Savannah, GA

- Maintained the office, sent out call sheets, created crew and vendor lists, and assisted the Production Supervisor.

Construction PA, Goodbye Stranger, LLC (Lady & The Tramp | Feature), Savannah, GA

- Assisted with timecard completion and check distribution for the construction crew.

Construction Clerk, Paramount Pictures (Gemini Man | Feature), Savannah, GA

- Assisted the Construction Accountant, processed payroll, ran errands, maintained petty cash and craft services.

Payroll Clerk, Sony Pictures Entertainment (Underground S2 | Series), Savannah, GA

- Processed payroll for background actors, maintained employee files, and distributed payroll checks.

Picture Car PA, Happy Madison Productions (The Do Over | Feature), Savannah, GA

- Assisted the Picture Car Coordinator, established relationships with vendors, and processed purchase orders.

Additional Production Work

- **Set PA**: Subaru Commercial, Belk Commercial, Massacre on Aisle 12, Bachelorette S13, America's Got Talent S13, Southern Charm, and Scared Famous
- **APOC**: Make Me A Believer Pilot
- **Set Painter**: Lady & The Tramp
- **2nd Assistant Director**: Ripple in the Water

Technical Skills

- Microsoft Office Suite (Word, PowerPoint, Excel, Access, Publisher), Global Vista, Smart Accounting, CitiManager, Cashet, QuickBooks Pro, Outlook, Adobe Creative Cloud, Photoshop, Illustrator, InDesign, Keynote, iMovie, WordPress, Google Analytics, and various industry specific programs.