SNMK

SYNCLAIR N. MAYE-KEY

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IATSE Local 161

EXPERTISE

Final Draft
Movie Magic Screenwriter
Movie Magic Scheduling
Movie Magic Budgeting

Smart PO
Scenechronize
Smart Accounting
Cashet
RABs
Elevate

Industry Standard Coding
Industry Standard Filing
Industry Standard Audit Prep

Microsoft Office Suite
Adobe Creative Suite

Mailchimp
Studiobinder
Canva

Drupal
Wordpress

AVID ProTools

CERTIFICATIONS

Google Analytics
Google Adwords

Hubspot Marketing
Hubspot Inbound
Hubspot Email Marketing

EDUCATION

Savannah College of Art and Design, SCAD
Master of Fine Arts
Film and Television, May 2021
3.90 GPA

The University of North Carolina Greensboro
BA Media Studies / Film, May 2013
3.67 GPA, Cum Laude
Dean's and Chancellor's List, 2010-2013

SELECTED WORKS

2nd Assistant Accountant
Lionsgate, STARZ
"P-Valley" Season 3, 2024 - Episodic

2nd Assistant Accountant
Instigators LLC
"Instigators", 2023 - Feature-Length Film

2nd 2nd Assistant Accountant
Apple
"Manhunt", 2022 - Episodic

Production Assistant - Office
NBC, UCP
"The Girl From Plainville", 2021 - Episodic

Production Assistant - Background
Brian Goodman - Director
"Last Seen Alive", 2021 - Feature-Length Film

Production Assistant - Health and Safety
Tyler Perry - Producer, Director
"A Jazzman's Blues", 2021 - Feature-Length Film

Production Assistant - Background Fittings
J.D. Dillard - Director
“Devotion”, 2021 - Feature-Length Film

Accounting Clerk, Dir. Assistant, Production Assistant
Krystin Ver Linden - Director
“Alice”, 2020- Feature-Length Film

Production Assistant, Cast Member
T-Pain, BarkBox
“It’s My Dog Birthday” - Music Video

WORK EXPERIENCE

2nd Assistant Accountant

Lionsgate, P-Valley S3 2024

- Prepare, and organize AP and PO for approval
- Smart Accounting entering
- Manage Cashet reconciliation and approvals
- Submit Elevate and RABS background invoices for approval and filing

2nd Assistant Accountant

Instigators LLC, Instigators 2023

- AP/PO preparation, organization, approvals, and filing
- Oversaw Cashet reconciliation and approvals
- Assisted with PO, Invoice, Credit Card & Bank Statement approvals
- Knowledge of production tax incentive process and coding

2nd 2nd Assistant Accountant

AppleTV+, Manhunt 2022

- Assisted with Amex card issuing and SA vendor setup
- AP/PO organization, approvals, and filing
- Oversaw Background voucher preparation for invoicing approval
- Assisted with reconciliation POs, Invoices, Credit Card & Bank Statements
- Assisted in weekly Aging Reporting

Office Production Assistant

NBC / Universal Content Productions, The Girl From Plainville 2021

- Coordinated technical and administrative activities
- Supported team of 30+ directors, producers, set designers, etc.
- Reviewed and prepped confidential documents for departments in Cachet, SmartStart, and Scenechronize
- Purchase order management and supply logging