

Teri Schiavi
Production Accounting/Payroll/Travel
Savannah, Georgia
614.204.6532 teri.film@proton.com

RELEVANT WORK EXPERIENCE

- 03/23-08/23 *Clean Slate Season 1*, Mesquite Productions/Sony, Savannah, GA
Accounting/Payroll (hybrid)
- Entered purchase orders, American Express envelopes, petty cash, and vendors in Smart Accounting.
 - Matched invoices to purchase orders, PO drawdowns (DPO).
 - Set up new vendors, verified documents for studio and tax incentive compliance.
 - Digitized documents for submission to the studio and published to Scenechronize as needed.
 - Tracked and verified hotel spend/room nights.
 - Compiled vendor documentation for submission to the Savannah and Georgia state tax incentive audits.
 - Assisted with new-hire paperwork and payroll distribution as needed.
- 01/06-06/22 All Star Travel Group /TS24, Columbus, Ohio
Executive Travel Agent, Accounting , Process Analyst, System Administration, Consultant
- Worked in all departments and capacities of travel management, including mid and back-office accounting, executive travel agent, custom reporting, data cleansing and process analysis, software system administration, project management, and account management. Onsite, offsite, and virtual.
 - Reconciled American Express T-cards, with appropriate reporting for errors/omissions
 - Negotiated hotel contracts based on annual spend for groups and meetings.
 - Completed weekly sales reconciliation, compliance and reporting; weekly average revenue of \$5 million
 - Conducted technical onboarding, continuous training, and software implementation and migration training for clients and employees.
- 02/18-02/20 Mort's Auto Care, Mt. Vernon, Ohio
Bookkeeper
- Maintained expenses and payroll in QuickBooks, tracked receivables, issued invoices, approved purchase orders, collections, and reported sales and payroll taxes.

ADDITIONAL FILM EXPERIENCE

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| 2023 | The Big Change , Dir: Elizabeth Sampson
Producer, Script Supervisor | 2022 | Black Dagger , Dir: Lyle Dillie
Sound Mixer |
| 2023 | Champions of the Wild , Dir: Siddharth Gautam, DP: Ziyou Wu
Script Supervisor | 2022 | Tune in Space Cadet , 48-hour student short, Dir: John Grace
Writer, Sound Mixer, Voice Over |

FILM TRAINING

Certificates: Production Accounting 101 & 201, Entertainment Partners
Certificates: Smart Accounting 101 & 201, SmartPO, Scenechronize, Entertainment Partners
Certificates: Becoming a Payroll Clerk, SmartTime, SmartStart, Entertainment Partners
Certificates: Movie Magic Budgeting & Movie Magic Scheduling, Entertainment Partners
Certificate: On-Set Production, Savannah Technical College, Savannah, Georgia
Certificates: PSL+, Start+, Hours+, Studio+, Cast and Crew
Certificates: Payroll Accountant Learning Path, Cast and Crew

EDUCATION

Master of Humanities: Concentration in English/Creative Writing, Tiffin University. Tiffin, Ohio
Bachelor of Arts: Liberal Arts, Concentration in Writing/Literature, Antioch University. Yellow Springs, Ohio
Associate of Applied Science: Management, Marketing, and Organizational Leadership Phoenix College. Phoenix, AZ

ORGANIZATIONS

Savannah Women in Film and Television (SWIFT)
Savannah Film Alliance
The Accounting Alliance (TAA)