

ROBYN SCARINGI

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QUALIFICATIONS

- Production accounting experience and over 3 years of experience in the administrative support industry
- Very experienced with Excel and Word on Mac & PC computers, and ability to type 60 – 70 WPM
- Extreme attention to detail and meticulous organizational skills, especially with data management
- BA in English & Sociology and AAS degree in Film & Video Communications, both cum laude

EXPERIENCE

- Bullet Bright Films, Snohomish, WA September 2013 - October 2013
Assistant Production Accountant – *The Darker Path*, feature length independent film
- Researched and provided summaries of payroll companies for SAG-only union payroll
 - Designed timecard/invoice templates for non-union crew payroll
 - Established several policies & procedures to help the lead accountant get familiar with accounting for film
 - Made sure the crew and office staff were aware of money-saving tips using the state's film tax incentives
- Whitewater Films, Everett, WA April 2013 - July 2013
Assistant Production Accountant – *Seven Minutes*, feature length independent film
- Responsible for payroll for extras and union (IATSE/DGA/Teamster) crew
 - Assembled completion package for Washington Filmworks and the Washington state film incentive
- Northwest Administrators, Seattle, WA April 2012 – February 2013
Data Maintenance/Log-in Clerk, Pension Dept
- Helped create more efficient procedures to divide work responsibilities between day and evening shifts
 - Responsible for updating participants' direct deposit and address information
- Whitewater Films, Edmonds, WA July 2011 - August 2011
2nd Assistant Production Accountant – *Fat Kid Rules the World*, feature length independent film
- Assured that all employees were properly registered for their non-union employee benefits
 - Logged and entered petty cash envelopes using Ease's proprietary accounting software
 - Helped track in-state and out-of-state production expenditures to comply with state film incentive rules
 - Organized and filed receipts, new-hire documents, timecards, and paycheck stubs for head accountant
- Scaringi Films, Shoreline, WA June 2009 - present
DIT, Assistant Video Editor, Script Supervisor, Owner
- Prepped and organized dozens of video editing projects to be completed by post production teams
 - Established UBI number, filed federal and state taxes, and created annual income & expense reports
 - Helped a large advertising company organize and data-manage the media used for their commercials
 - Responsible for making detailed script and continuity notes for dozens of short and feature length films
 - Created and maintained company website (www.scaringifilms.com) using WordPress and GoDaddy
 - Used Google Doc spreadsheets to communicate updates with employers and film collaborators
- Platinum Escrow Services, Inc, Kirkland, WA Nov. 2004 – Sept. 2007
Post Closing & Compliance Specialist (Administrative Support)
- Managed and oversaw the company's filing system of over ten thousand records
 - Maintained detailed monthly log in Excel of post closing document requests and fulfillments
 - Researched the business and escrow registration requirements of the thirty-five states where the company did business and summarized the findings for management review
 - Built positive relationships and a rapport with the post closing department of various title companies to ease and expedite any future requests the company may have with them

EDUCATION

Seattle Central Community College, Seattle University of Washington, Seattle
Associate of Applied Science, Film & Video Communications **BA, Sociology & English**

REFERENCES

Available by request or at www.linkedin.com/in/robynscaringi