MAIA MOHAMMADI

(949) 903-6333 | maiamohammadi@yahoo.com | www.linkedin.com/in/maiamohammadi/

Summary

I am a hardworking and reliable professional eager to bring my experience in television production management/accounting to the world of music for visual media. I have a diverse background and understand the crucial need to act efficiently under pressure.

Skills

- Microsoft Office Suite: Excel, Outlook, Power Point
- Movie Magic Budgeting
- Invoice Processing
- Logic Pro
- Phone Coverage
- Heavy Scheduling
- Languages: English, Farsi
- Streaming Sites: Disco, Spotify, iTunes, YouTube

Professional Experience

Dirty John S2, Universal Cable Productions – *Universal City, CA* August 2019 – February 2020
Assistant Production Accountant

- Worked on team of 5 production accountants to administer and supervise finances for $15 million television series
- Assisted with reimbursement of petty cash and P-card activity for 90+ crew members
- Coordinated with department heads to ensure all funds were processed and utilized per studio guidelines
- Entered purchase orders, invoices, and new vendors for AP - processing between 50-90 checks a week
- Maintained accurate and organized filing system for all purchase orders and invoices
- Provided additional support to 1st Assistant Accountant on an as needed basis

NBCUniversal – *Universal City, CA* May 2018 – August 2019
TV Production Finance Coordinator

- Supported 2 Production Finance Executives (PFEs) with responsibilities across 25+ shows (including the Dick Wolf Slate)
- Liaised with production accountants to ensure all production setup needs were met
- Rolled calls, coordinated travel arrangements, processed expenses, and scheduled all internal and external meetings
- Administered and managed on-boarding through Pre-Production for below-the-line crew
- Responsible for Prep and Post Production accounting; i.e. AP, Payroll, Petty Cash, Deposits, and P-Cards
- Support PFEs with journal entries, recoupments, billbacks, breakage, and foreign wire requests
- Shows included: *Law and Order: SVU, The Good Place, Good Girls, Unbreakable Kimmy Schmidt, New Amsterdam*

Lionsgate – *Santa Monica, CA* June 2017 – August 2017
Theatrical Marketing Intern

- Provided backup support to Finance Manager of Theatrical Marketing
- Responsible for invoice processing and approval in SAP for film marketing and publicity
- Assisted in coordinating financial activities between Theatrical Marketing department and Accounts Payable
- Reviewed incoming vendor invoices to ensure compliance with SOX audit requirements
- Assisted in weekly adjustments to feature film marketing budgets

Entertainment Industry Foundation – *Los Angeles, CA* May 2016 – August 2016
Intern/Production Assistant

- Gathered personal cancer stories and other user generated content for 2016 Stand Up to Cancer social media campaign
- Performed desk coverage including taking calls and creating schedules for production related meetings
- Assisted on set with various PSA campaigns including Hunger Is, Think It Up, and the Stand Up to Cancer Telecast

Volunteer Experience

Guild of Music Supervisors – *Los Angeles, CA* February 2020 – February 2020
Volunteer Production Assistant

- Assisted with backstage duties involving event and talent coordination at the 2020 Guild of Music Supervisors Awards
- Responsible for guest services; greeting guild members and friends of the guild, ensuring proper check-in and seating

Education

UCLA – Certificate in Music Supervision Aug 2021
Music Publishing-Law and Business
Music Supervision-TV&Film

Chapman University – Argyros School of Business and Economics May 2018
Bachelor of Science degree, Business Administration, minor in Television
Deans Scholarship recipient