

# LAUREN VINCENT – PRODUCTION ACCOUNTS TRAINEE

Based in London and Essex  
laurengvincent@gmail.com | 07415214709

## PROFILE

---

I am a recent Film and Television Graduate at the University of Hertfordshire actively looking for experience as a Production Accounts Trainee/Clerk. I am willing to take on any opportunity that will help kick start my career in the industry with a positive attitude. I have strong IT skills and knowledge about cash management learnt through experience during my degree. Production accounting is an exciting area of the industry that I am keen to learn more about.

## SKILLS

---

- Excellent communicator
- Used to working long, often unsociable hours
- Very good analytical skills
- Clean full manual driving license held for over three years
- Basic knowledge of Movie Magic Budgeting/Scheduling Software
- Excellent at maintaining full confidentiality for clients
- Confident using initiative to work alone and as part of a team
- Confident using Microsoft Excel to create spreadsheets
- Experience completing production paperwork – contributor releases and logs
- Ability to remain calm in high pressure environments
- Experience with handling petty cash and receipts
- Able to take full instructions from more senior members of staff

## EDUCATIONAL HISTORY

---

University of Hertfordshire (2015-2018) BA (Hons) Film and Television Production

Production Guild Accounting Course –

I was selected for an intensive Production Accounting course with the Production Guild. Whilst partaking in the course I developed a basic understanding of how the accounting department works learning more about delivering crew per diems, maintain records of invoices, preparing accounts payable, invoices and also purchase orders. We also learnt about each job role within the department and routes for progression.

A Dancer Dies Twice – Graduate Film (Drama) | 1<sup>st</sup> AD/Editor

- In charge of payroll – making sure actors and all filming location owners received correct payment efficiently.
- Made and recorded all payments made throughout the production process inputting all data onto a spreadsheet.
- Responsible and in charge of the financial department of the film, working with petty cash, handling receipts and keeping on budget.
- Successfully chosen for the largest bursary funding from The Cynthia Dickinson Trust.

## CUSTOMER SERVICE EXPERIENCE

---

Bar Staff at The Forum Hertfordshire (2016 – 2018)

- Ensuring communication skills are high to serve customers quickly and correctly in a loud, extremely busy environment.
- Working as part of a large team.
- Handling cash correctly and quickly.
- Working long, unsociable hours throughout the night.
- Communicating concisely relaying information to managers and other staff members through radio headsets throughout shifts.

Café Assistant/Barista at Beside the Seaside (2015-2017)

- Remaining calm whilst multi-tasking serving customers, making hot drinks and helping prep in kitchen.
- Communicating and working alone and as part of a team to ensure problems are overcome and good customer service is maintained.
- Taking bookings from customers over the phone.
- Listening carefully to instruction but also using my initiative to solve problems or deal with customers.

## EDUCATION

---

UNIVERSITY OF HERTFORDSHIRE: BA (Hons) Film and Television Production (2015-2018)

TENDRING TECHNOLOGY SIXTH FORM: 4 ALEVELS including an A\* in Business Studies and A\* in Television and Film Studies (2013-2015)

TENDRING TECHNOLOGY COLLEGE: 8 GCSEs A-C (2011-2013)

REFERENCES AVAILABLE UPON REQUEST

THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES