

# SHANNA MAIBAUM

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(310) 857-8608 • shanna.maibaum@gmail.com

## PROFESSIONAL SUMMARY

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High-energy and detailed oriented payroll accountant. Thrives in collaborative and fast-paced environments to effectively support staff and serve clients and guests. Always willing to go above and beyond to ensure the job is done efficiently and effectively. Comfortable in a remote environment. In good standing with IA871.

## SKILLS

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· Detail-Oriented / Quality Focus · Creative Problem Solver · Excellent Communication Skills · Time Management · Flexibility · Microsoft Office Suite: Word, Excel, Outlook · Analytical Skills · G-Suite · Adaptability · Administrative Support · Calendar Management · Mac Products · Vendor Relations · Expense Reports · 3 Way Invoice Matching · Data Entry · Slack · Zoom · SmartStart · SmartTime · Showbiz · Global Vista · Journal Entries · V5 · TiM · Billing · Bank Reconciliation

## WORK EXPERIENCE

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| <b><i>Payroll Accountant</i></b>   | 06/2022-07/2024   |
| <b>Paramount, MAYOR OF KINGSTOWN S2, MAYOR OF KINGSTOWN S3, Los Angeles, CA</b>  |                   |
| <ul style="list-style-type: none"><li>● Handled IATSE, DGA, SAG and non union payroll for large travel show</li><li>● Audited and implement thousands of coding distribution changes</li><li>● Organized digital payroll filing</li></ul>  |                   |
| <b><i>Payroll Accountant</i></b>   | 08/2021-06/2022   |
| <b>20th Century Fox, MAGGIE S1, REBOOT S1, Los Angeles, CA</b>   |                   |
| <ul style="list-style-type: none"><li>● IATSE, DGA, and background payroll processing for 200+ crew.</li><li>● Maintain physical and digital files.</li><li>● Help with onboarding of new crew using Smart Start</li></ul>   |                   |
| <b><i>Accounting Clerk</i></b>   | 03/2021-8/2021    |
| <b>Adult Swim, Los Angeles, CA</b>   |                   |
| <ul style="list-style-type: none"><li>● Research and amend multiple payroll discrepancies for cast and crew.</li><li>● Maintain physical and digital files across multiple projects.</li><li>● Manage the set up of new live action projects including onboarding accounting teams.</li><li>● Audit expense reports for correct coding and amounts.</li><li>● Ad hoc projects including bank reconciliation, invoice entry, and production manual update</li></ul> |                   |
| <b><i>Production Finance Coordinator</i></b>   | 04/2019 - 03/2020 |
| <b>Legendary Entertainment, Los Angeles, CA</b>  |                   |
| <ul style="list-style-type: none"><li>● Manage extensive scheduling and day-to-day logistics for executives.</li><li>● Facilitate accounts payable and payroll for contract employees and vendors.</li><li>● Distribute mail and invoices to appropriate executives and corporate finance.</li></ul>   |                   |

- Organize development projects and properly code documents.
- Liaise with freelance accountants to onboard new employees and implement policies.
- Managed Cashet for multiple executives and development projects

***Accounts Payable Clerk***

05/2018 - 04/2019

**20th Century Fox**, Los Angeles, CA

- Checked figures, postings and documents for accuracy.
- Updated and organized workflow to process documents efficiently.
- Liaised with outside vendors and staff to answer accounting questions.
- Full cycle invoice matching including ongoing purchase orders

**ADDITIONAL WORK EXPERIENCE**

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***Assistant Production Office Coordinator***

02/2017 - 04/2018, 2010-2011

**20th Century Fox**, Los Angeles, CA

- Worked closely with payroll department to onboard new employees and certify paperwork was correct.
- Secured office space to accommodate guests, ordered catering and maintained up-to-date files.
- Stocked and organized kitchen and supplies to anticipate employee and guest needs.
- Managed information sharing across departments to ensure communications were up to date.
- Set up new employees with work email and provided instructions on using those systems.
- Provided high level administrative support to production managers, producers, and other department heads.

***Development Coordinator/Executive***

06/2012 - 11/2016

**Closed On Mondays**, Los Angeles, CA

- Utilized strong organizational skills to manage calendars and provide administrative support to four executives.
- Took detailed notes from conference calls regarding multiple projects in the different stages of development.
- Communicated effectively with a wide range of professionals including executives, writers, and producers to set meetings, collect pertinent information, develop pitches, and facilitate any other ad hoc needs.
- Brainstormed and participated in multiple pitch projects for television studios and networks.

**EDUCATION**

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**Bachelor of Arts: Psychology** | *San Diego State University - San Diego, CA*

**References:**

Steve Pando: [pccgosteve@gmail.com](mailto:pccgosteve@gmail.com)

Erika Seward: [erika.seward@gmail.com](mailto:erika.seward@gmail.com)