

Melissa Ackaway

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FILM EXPERIENCE

- **NETFLIX** - Austin, TX
"Bad Thoughts" Season 1 - Variety Sketch Series **Oct 2024 – Dec 2024**
Payroll Accountant
Line Producer: Clayton VanNortwick
PM: Kevin Harding
- **CBS STUDIOS** - Austin, TX
"Walker" Season 3 & Season 4 - The CW Series **July 2022 – Nov 2024**
Payroll Accountant
Production Accountant: Rick Tucker
Line Producer: John Patterson
UPM: Hans Graffunder
- **CBS STUDIOS** - Austin, TX
"Walker" Season 2 - The CW Series **July 2021 – July 2022**
Payroll Assistant
Production Accountant: Rick Tucker
Line Producer: John Patterson
UPM: Hans Graffunder
- **CBS STUDIOS** - Austin, TX
"Walker" Season 1 - The CW Series **Oct 2020 – July 2021**
Payroll Clerk
Production Accountant: Rick Tucker
Line Producer: John Patterson
UPM: Hans Graffunder

SKILLS

- Entertainment Partners SmartAccounting
- Entertainment Partners SmartStart
- ShowBiz
- EverySet
- CAPS
- DocuSign
- Proficient in MS Office (Excel, PowerPoint, Word)
- Experience with Area Standards Agreement, DGA, WGA, and SAG

CORPORATE EXPERIENCE

The Coca-Cola Company

Atlanta, GA

Accounting Intern

July 2018 – December 2018; May 2019 – May 2020

- Used SAP, WinRetail, and SharePoint to match POs to invoices from 143 retail vendors to confirm receipt of merchandise
- Communicated with internal and external parties surrounding retail vendor transactions via email and telephone
- Assisted accounting department in multiple ad hoc projects that require Excel, SAP, filing, and quarter-end activities
- Trained four individuals remotely and create a standard operating procedure during the outsourcing process

EDUCATION

Emory University, Goizueta Business School

Atlanta, GA

Bachelor of Business Administration, Accounting & Marketing; Concentration in Film and Media Management May 2020

American University of Rome

Rome, Italy

Exchange Student for Spring 2019 Semester

January 2019 – May 2019