

Ivonné E. Bouché

Finance: Payroll: **Onboarding Contractor**

Assistant Payroll Accountant

Available to begin work May 2025

NETFLIX, The Boroughs S1

Assistant Payroll Accountant,

June 2024- Mar 2025

Onboarding

Code, prep and break TRANSPOR TCs in HOURS+

DocuSign NMDORS, TCs, SAG docs, BG invoices

FEDEX ATL, SAG payments and residuals

Digital file DTS and Travel Memos

Print, prep, distribute all crew and ATL checks

Audit HOURS+

Audit NMDOR files

Enter Elevate AP Invoices into PSL+

Warner Brothers, The Cleaning Lady, S3

Assistant Payroll Accountant, Oct - June 2024

Albuquerque

NETFLIX, Little Sky Pilot, S1

Payroll Clerk, May - July 2023

Albuquerque

NETFLIX, REZ BALL

Payroll Clerk, Feb - May 2023, Albuquerque

Warner Brothers, The Cleaning Lady S2

Albuquerque Payroll Clerk, June - December 2022

Public, Private and Charter Schools, Educator

TX and NM 2009-2022

Entertainment Partners, Albuquerque, NM —

Paymaster, 2008

EDUCATION

NETFLIX Payroll Refresher - Feb 2024

NETFLIX Production Payroll 101 - Spring 2023

CNM, Production Accounting/Payroll - 2021-2022

UNM, Media/Cinematic Arts, Bachelor of Arts 2007

San Marcos, Texas

Willing to Travel

Bilingual in Spanish

(505)307-9951

ivonne.escajeda@icloud.com

LANGUAGES

Fluent in Spanish

Assist Spanish speaking crew and vendors

Software

MS Office & Excel

Cast and Crew Payroll, START, STUDIO,

HOURS+ PSL+

EP Smart Start

Show Biz & RABS

ORACLE

Other Skill Sets

- Ability to work independently
- Strong attention to detail with accuracy
- Strong verbal and written communication skills to interact and collaborate effectively with crew, vendors and across internal departments.
- Experience handling confidential and sensitive data
- Conduct audits supporting data accuracy for payroll processing and data integrity
- Collect required employment documents, signatures, and effectively process I-9s
- Guide crew and employees through Onboarding process

REFERENCES

Mark "SKIP" Keller, Production Accountant
markkeller22@gmail.com

Candace Lopez, Payroll Accountant
candacelopezpayroll@outlook.com

Cynthia Cabrera, Production Accountant
prodaccting@gmail.com