

Shelby J. Ince

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RELATED EXPERIENCE

- Universal Television/NBC “CIA Season 1”** Brooklyn, NY 08/2025-Present
1st Assistant Accountant
- Process Journals, DCs, AP, P-Cards, CRs & assist Key accountant with budgeting
 - Manage a team of 4 on a high volume, 13 episode show
- Universal Television/NBC “Law & Order Organized Crime Season 5”** Brooklyn, NY 06/2025-10/2025
Post Accountant
- Wrap accounts clean up- Misc Journals/DCs/Vendor payments/AR accounts
- Universal Television/NBC “FBI:Most Wanted- Season 1 - 6”** Brooklyn, NY 08/2019-10/2025
1st Assistant Accountant (Seasons 3-6), 2nd Assistant Accountant (season 1-2)
- Process Journals/DCs/AP/PC/PCards/CRs & manage AR accounts
 - Knowledgeable in both NY & NJ Tax Incentives
 - Process check payments, ACH payments & CashetPay Payments
 - Assist Payroll with processing offset crew via EP's SmartTime
 - Manage a team of 4 on a 22 ep/high volume show while strictly following the studio's manual
- HBO “Succession”** Long Island City, NY 12/2018-08/2019
AP/PR Clerk
- Maintain and update logs for P-Cards, PC, & POs
 - Enter AP & POs into PSL
 - Handle all BG vouchers for payroll-some shoot days had over 300 BG
- Hulu “Ramy Youssef Project”** Brooklyn, NY 09/2018-12/2018
AP/PR Clerk
- Maintain and update checks, cashets, pc reports, W9s, etc. in our filing system
 - Enter W9s and PO's into PSL
 - Handle all BG vouchers for payroll
- CBS “Instinct”** NY, NY 07/2018-09/2018
Television Production Assistant
- Relied on by directors, producers, set designers and stylists to source and locate obscure items, props and specialty talent for the television show, Instinct.
- Emmis Communications** NY, NY 08/2017-11/2018
Brand Ambassador
- Represent and promote radio stations in a fun yet professional manner to engage with listeners
 - Set up audio equipment at public and private events to play live music when needed
 - Navigate through New York City, New Jersey and the boroughs in large vehicles
- Cape Cod Broadcasting Media** Hyannis, MA 07/2016-08/2017
Promotions Assistant
- Control and manage social media pages for 4 different radio stations to engage with public audience
 - Create and oversee work schedules for the station's Street Team of 8 employees/team members
 - Manage day-to-day promotional operations including on-air giveaways, writing PSAs, and winner database
- NPA - WCAI (90.1, 91.1 and 94.3 FM)** Cape Cod, MA 12/2015-01/2016
Intern
- Composed and pitched news stories, gathered soundbites and edited audio
 - Collaborated with the *Morning Edition* team to manage time slots for interviews and segments
 - Completed on-location interviews and wrote transcripts

SKILLS

- Knowledge of Smart Accounting, SmartPO, SmartTime, SmartStart, DPO, KisSSFLOW, Scenechronize, Cashet, CashetPay, Citibank, PSL, Vista5, Greenslate.
- Knowledge of NY & NJ's Film Tax Credit Program
- Proficient in Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Project, Microsoft One Note, etc.
- Form interpersonal relationships with my team & other departments in order to create a positive & productive work environment
- Proficient in audio editing software including Pro Tools, ENCO, Audacity, Adobe Audition, and Garage Band
- Proficient in video editing software including Avid, Adobe Premiere, Final Cut Pro and iMovie

EDUCATION

- **State University of New York (SUNY) College at Oswego** Oswego, NY 08/2013-05/2016
- Bachelor of Arts in Cinema and Screen Studies
- Broadcasting and Mass Communication
- **State University of New York (SUNY) College at Albany** Albany, NY 08/2012-05/2013
- Bachelors of Arts in History

REFERENCES (Will give contact information upon request)

- **Daniel Fine** – *CIA Season1*, Key Accountant
- **Angela Coleman** – *Succession*, 1st Accountant
- **Carmen Rodriguez** - *FBI Most Wanted*, Estimator
- **Santo Acuri** – *Succession*, Key 2nd Accountant