

BROOKE GROZENSKI

Columbus, OH
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EXPERIENCE

TREVANNA POST, INC

POST PRODUCTION ACCOUNTANT | NEW YORK, NY | OCT 2021-SEPT 2023

Theater Camp (2023) Picturestart
Down Low (2023) FilmNation

- Oversaw the completion of processing payroll, accounts payable invoices, bank account reconciliations, journal entries and 1099/1096 tax forms for assigned films.
- Compiled post-production financial reports and articulated their meaning to studios, production companies, financiers, and creative teams.
- Completed film tax credit submissions and delivery/residual requirements.

ASSISTANT POST PRODUCTION ACCOUNTANT | NEW YORK, NY | MAY 2019-SEPT 2023

<i>The Little Mermaid (2023) Disney</i>	<i>All The Bright Places (2020) Netflix</i>
<i>The Perfect Find (2023) Netflix</i>	<i>I'm Thinking of Ending Things (2020) Netflix</i>
<i>White Noise (2022) Netflix</i>	<i>The Last Days of American Crime (2020) Netflix</i>
<i>The White Tiger (2021) Netflix</i>	<i>Fractured (2019) Netflix</i>
<i>Nine Days (2020) Sony Pictures Classics</i>	<i>Otherhood (2019) Netflix</i>
<i>Hillbilly Elegy (2020) Netflix</i>	

- Entered accounts payable invoices and purchase orders, processed weekly payroll for multiple films, reconciled production credit cards and petty cash.
- Interacted with vendors and film crew members, sent and tracked accounting documents through show specific approval processes.
- Assisted Post Production Accountant with ad hoc requests including conducting research projects.

FILING CLERK | NEW YORK, NY | FEB 2019-MAY 2019

- Maintained physical and digital files for film and television productions.

EDUCATION

THE OHIO STATE UNIVERSITY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION | COLUMBUS, OH | 2014-2018

- Specialization: Finance

SKILLS

- Microsoft Office - Outlook, Excel
- PSL, PSL+, Greenslate, Smart Accounting, Global Vista, Extreme Reach
- DocuSign, DPO, CASHét, Dropbox, BOX, Prodicle, Scenechronize, Google Drive