

SHIRLEY M. PREINER

Resume

ACCOUNTING ■ MANAGEMENT ■ CUSTOMER SERVICE

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ACCOUNTING ■ MANAGEMENT ■ CUSTOMER SERVICE

Over 20 years accounting management experience saving companies millions of dollars in potential business loss due to poor spending choices, lost and uncollected revenues, or inefficient accounting procedures. Proficient in the art of communicating financial information about a business entity to users such as shareholders and managers. Communicate well in the form of financial statements that show in money terms the economic resources under the control of management. Committed to directly contributing to sustainable short and long term profitability objectives. Gifted in establishing and maintaining a rapport with all levels of staff and management.

Core competencies include:

- Accounting Principles
- Budget Creation/Control
- Contract Negotiations
- Marketing/Advertising
- Troubleshooting/Problem Solving
- Business Management
- Financial Analysis
- Computer Programs
- Public/Client Relations
- Personnel Training/Supervision

CAREER EXPERIENCE

SONY PICTURES ENTERTAINMENT; Culver City, CA

2006 – 2008

National Account Coordinator

Key Accomplishments

- Oversaw nationwide collection of up to 24 accounts and \$300,000 in weekly film rentals from exhibitors.
- Coordinated exhibitor billing process and audited/reconciled payment discrepancies.
- Reviewed current accounts and maintained accurate weekly/monthly Trial Balances.
- Compiled/distributed personal guarantee letters, master license agreements, returned check fees, W-9 forms, per capita audits and damaged film fees.
- Handled/supervised box office reports, mass mailings and film term discrepancies with Sales Department and National Cash Departments.

LANDMARK THEATERS; Los Angeles, CA

2003-2006/1988-1990

Film Accounting Coordinator/Accountant

Key Accomplishments

- Responsible for film rental payables for nation's largest art house movie theater chain and advertising formula shares payables staying within \$1M weekly budget.
- Provided distributors with detailed account summary packages upon film settlements.
- Oversaw/maintained screening and publicity receivables accounts.
- Monitored advertising credit allowances with distributors, campaign summary expense and payment manual entries into Aging Report for A/R.
- Reconciled bank statements and assisted with all aspects of general accounting.
- Dealt professionally with difficult accounts and improved collection rate by over 50%.
- Trained, supervised and motivated departmental personnel as needed.

DUCK DUCK MOUSSE CATERING; Santa Monica, CA

2000-2004

Special Events Server

Key Accomplishments

- Provided exceptional customer service catering high-end events for up to 500 guests.
- Worked The Equestrian, Calamigos Ranch, UCLA, Playa Vista, Pederson Museum, Paradise Cove and numerous private venues.

SUPPENKÜCHE RESTAURANT; San Francisco, CA

1994-1999

Asst. Manager/Head Server

Key Accomplishments

- Managed daily operations in popular Bavarian establishment, supervised 21 employees and hired/trained staff as needed.
- Monitored all inventory and ordered food and restaurant supplies weekly.
- Achieved/maintained one of company's highest sales records of up to \$2,000 personal sales per shift.
- Provided excellent service and built a loyal clientele base.

BILL LANESE ADVERTISING & PUBLIC RELATIONS; San Francisco, CA

1991-1992

Advertising Traffic Manager

Key Accomplishments

- Assumed full responsibility and accountability for placing ads with Bay area newspapers.
- Supervised 6 artists and met demanding daily production schedules/deadlines.

FORMAL EDUCATION

SAN FRANCISCO STATE UNIVERSITY

San Francisco, CA

Bachelor of Arts Degree in Cinema

Cum Laude

UNIVERSITY OF CALIFORNIA – LOS ANGELES

Los Angeles, CA

Certified Graduate Courses in Accounting and Taxation

SPECIAL TRAINING

Business Management, Economics, Finance, Marketing, Advertising, Spanish, Word, Excel, PowerPoint, Great Plains Accounting, QuickBooks, Filemaker Pro, TMS/Anzio, Spirit Theatrical System, Ticketsoft Film Exhibitor, Avid

MEDIA INTERNSHIPS

Independent Spirit Awards Production Coordinator Assistant

Metropolis Editorial Assistant Film Editor

37th Annual San Francisco International Film Festival Hospitality Assistant

1111 Austell Street ■ Las Vegas, NV 89129 ■ 310-555-5555 ■ spreiner@msn.com