

Cecelia Albon

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Experience

Spacejunk Media, Columbus, OH | August 2017 to Present

Accounting Processor / Studio Assistant

SEPTEMBER 2017 - PRESENT

Provide accounting support for Producers and Vendors; Assist Managing Partners, Accounting Lead and HR Director; Oversee Front of Studio Scheduling and Responsibilities

- Developed process improvements to improve accounting pipeline procedures, resulting in ~\$30,000 cost savings.
- Oversee monthly close including credit card reconciliation, work trade management, G/L entries, and internal cost reporting.
- Prepare financial reports for Producers and Partners
- Create daily purchase orders and process vendor invoices for payment.
- Communicate payment procedures and terms with vendors and assist vendors with questions regarding accounting practices.
- Direct office communications and manage general reception duties such as directing calls and welcoming clients.
- Instrumental in the creation and development of social media schedules, content, and posting.

Production Intern

AUGUST 2017 - OCTOBER 2017

Assisted the production team through all phases of production occupying multiple roles. Promoted to Accounting Processor / Studio Assistant.

- Worked closely with Producers and Sr. Producers to coordinate location scouts, production books, call sheets, and provide management of routine production tasks.
- Filled the role of Production Coordinator/Assistant on set managing talent, working wardrobe/makeup and assisting with food services.
- Performed general office duties such as assisting the Studio Manager, providing Front of Studio support.

Cameron Mitchell Restaurant | Guest Services Associate

JANUARY 2016 - PRESENT, COLUMBUS, OH

Senior level associate providing genuine hospitality for all guests.

- Prepare for shift including creating floorplan, communicating with servers and setting up the restaurant.
- Manage members of the guest services team during peak hours with 4+ hour wait times.
- Create a positive and controlled environment to enhance guest experience during times of stress.
- Contribute to the overall success of the restaurant by completing tasks beyond what is required.
- Maintain quality service by training all new staff members.

Best Day Ever Films | Videographer

SEPTEMBER 2016 - OCTOBER 2017, COLUMBUS, OH

Second shooter for wedding day events.

- Independently captured second camera footage during wedding day events.
- Worked collaboratively with the client and the first shooter to collect desired content.
- Excelled in a faced paced environment continually adapting to new settings.

RUMUR INC | Intern / Production Coordinator

SEPTEMBER 2015 - DECEMBER 2015, NEW YORK, NY

- Worked with the owners to edit footage, assist on shoots and research for projects such as ESPN's 30 for 30, K Mart's Shop Your Way and RUMURs documentary All The Rage.
- Created transcriptions, social media plans, call sheets and organized video footage libraries.

Mutable Film + Post | Intern / Production Coordinator

SEPTEMBER 2015 - DECEMBER 2015, NEW YORK, NY

- Worked as a production assistant on multiple shoots.
- Assisted with lighting equipment, camera equipment and worked as a DTI.

Education

Ohio Wesleyan University | Bachelor of Arts

AUGUST 2013 - JUNE 2017, DELAWARE, OH

Major: Sociology / Anthropology

Minor: Film Studies

Champlain College | Urban Indie Filmmaking

SUMMER 2016, MONTREAL, QUEBEC, CANADA

New York Arts Program | Production Internship

FALL 2015, NEW YORK, NEW YORK