

PK

# PAITYN KOCHANOWSKI

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## Experience

### **1st Assistant Accountant - A Tree Fell In The Woods (FEATURE)**

*May 2023 - July 2023*

Processed and coded all AP invoices, Cashét Card statements, and Petty Cash envelopes  
Assisted in employee onboarding, employment eligibility, and filing

### **Production Secretary – High School Musical: The Musical: The Series - Season 4 | DISNEY**

*October 2022 - January 2023*

Handled daily production reports and all production check requests  
Coordinated & booked flights for Cast & Crew, created & sent out travel memos & travel itineraries

### **Art Production Assistant – Falling for Christmas (FEATURE) | NETFLIX**

*October 2021 - December 2021*

Handled reconciliation and coding of Cashét card statements and Petty Cash envelopes  
Assisted in managing set budgets & overall Art Dept. budget

### **Accounting Clerk – Amber Brown - Season 1 | APPLE TV**

*July 2021 - October 2021*

Assisted with employee onboarding, coding & processing of payroll invoices  
Handled filing of timecards, AP invoices, Cashét card envelopes, and Petty Cash.

### **Accounting Clerk - High School Musical: The Musical: The Series - Season 1 | DISNEY**

*February 2020 - March 2021*

Assisted with employee onboarding, coding & processing of payroll invoices  
Handled filing of timecards, AP invoices, Cashét card envelopes, and Petty Cash.

## Education

### **Bachelor of Science in Kinesiology**

University of Utah | August 2021 – Present

## Key Skills

- Detail Oriented
- Strong Work Ethic
- Adaptability
- Excellent communication skills
- Proficient in Excel and Adobe