

# Katie Willden

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(801) 631-1676

## Work Experience

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### **Production Accountant**

*"Image of You"* – Image Of You Productions, Inc – Independent – 2023  
*"Haul Out the Holly 2"* – 7002, Inc. – Crown Media/Hallmark - 2023  
*"Spring Breakthrough"* – 7001, Inc – Crown Media/Hallmark - 2023  
*"Winter Spring Summer or Fall"* – Swingle Productions, Inc – Independent - 2022  
*"The Holiday Stocking"* – 5004, Inc – Crown Media/Hallmark - 2022  
*"Heart of Christmas"* – 5003, Inc. – Crown Media/Hallmark - 2022  
*"Gonzo Girl"* – Gonzo Girl Productions, Inc. – Independent - 2022  
*"Love in the Limelight"* – 5001, Inc – Crown Media/Hallmark- 2022  
*"Best.Christmas.Ever!"* – Hadley Productions, LLC – Netflix Studios – 2022  
*"Christmas with the Campbells"* – Christmas with the Campbells, LLC - 2022  
*"Falling for Christmas"* – Slopes Productions, LLC – Netflix Studios - 2021  
*"Real Housewives of the North Pole"* – Housewives Productions, LLC- NBC/Peacock - 2021  
*"Love at the Pecan Farm/Sweet Pecan Summer"* – 3486, Inc – Crown Media/Hallmark - 2021  
*"Christmas at the Madison – Part 1"* – 3485, Inc. – Crown Media/Hallmark - 2021  
*"Christmas at the Madison – Part 2"* – 3484, Inc – Crown Media/Hallmark - 2021  
*"American Murderer"* – Instant Cash, LLC - 2020  
*"Snatchers Season 3"* – Stanley Productions, LLC - 2018  
*"Jane and Emma"* – Jane and Emma Movie, LLC - 2018

### **First Assistant Accountant**

*"Mira Mira"* – Mira Media, LLC – 2020  
*"Kinderfanger"* – Kinderfanger Productions, LLC – 2020  
*"Yellowstone Season 3"* – Fire and Ice Productions, LLC – 2019-2020  
*"Relationship Status Season 2"* – RS2 Productions, Inc. – 2017  
*"Time Freak"* – Time Freak Productions, Inc. – 2017  
*"Andi Mack Season 1"* – Horizon Productions, Inc – 2016  
*"Damsel"* – Damsel Productions, Inc. – 2016  
*"Valley of the Gods"* - 2016  
*"Six Below"* – Six Below, LLC - 2016  
*"The Jade Pendant"* – Jade Pendant Productions, LLC – 2015  
*"Wild Horses"* – Wild Horses Productions, LLC - 2014  
*"The Man on Carrion Road"* – Carrion Road Productions, LLC - 2014

### **Assistant Production Coordinator**

*"Joe Bell"* – Lola's Boys, Inc. – 2019

### **Other Experience:**

#### **Staff Accountant**

RST Brands - Salt Lake City, UT  
January 2015 to August 2015

- Bill and Invoice all Sales Orders once shipped
- Confirm tracking and pricing accuracy
- Submit invoices and tracking to various customer websites
- Collect and Post payments on outstanding invoices
- Work with Sales Dept. to determine pricing issues/promo problems
- Make necessary pricing corrections as needed
- Reconcile bank statements

### **Accounting Clerk/Mortgage Loan Funder**

Republic Mortgage - Murray, UT  
September 2009 to October 2013

- Fund and wire all mortgage loans
- Manage collateral and mortgage notes
- Follow up on bank issues, note and deed issues, etc. and resolve
- Reconcile multiple accounts monthly
- Journal entries as needed, specifically during monthly book closing
- Prepare, post and deposit receivables-Post purchase of loans from investors
- Prepare Excel spreadsheets and reports to import into accounting system
- Analyze business flow to determine proper channels to fund loans
- Input credit card receipts into accounting system
- Work with Loan Officers, escrow agents, closers, processors and borrower's regarding accounting issues on loans
- Follow up with a variety of channels regarding missing payments

### **Human Resource Assistant**

Fiserv - Salt Lake City, UT  
November 2011 to September  
2012

- Assist HR Manager with recruiting, employment verification, new hire orientation, payroll preparation
- Head of Activities committee and planned company parties
- Successfully organized corporate wellness fair, Red Cross blood drive and Weight Watchers program
- Assist Security Officer with various duties in keeping the facility secure

### **Bookkeeper/Office Manager**

Millcreek Coffee Roasters - Salt Lake City, UT  
May 2008 to January 2009

- Accounts Payable: receive invoices, verify their accuracy and pay bills; vendor relations
- Accounts Receivable: receive payments from customers, post receipts, post retail operations daily Point of Sale transactions
- Bank and credit card reconciliations
- Payroll through ADP
- Inventory tracking and entry
- Run office and act as face and first point of contact for the company

### **Bookkeeper**

GoAupair - Salt Lake City, UT  
June 2007 to May 2008

- Accounts Payable: receive invoices, verify their accuracy and pay bills; vendor relations
- Accounts Receivable: receive payments from customers, post receipts.
- Bank Statement Reconciliation
- Credit Card Reconciliation

- Payroll processing through ADP
- Prepare customer's monthly statements
- Petty Cash Management

## Education

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### **Associates in Business Administration**

University of Phoenix/Axia College - Salt Lake City, UT  
February 2012