



# Nicole M. Baker

2nd Assistant and Payroll Assistant Accountant

## EXPERIENCE

### **A&E Studios, LA— 2nd Assistant Accountant**

DEC. 2023- MAY 2024

LINCOLN LAWYER S3 ACCOUNTANT: J.Kyriazis

### **Warner Brothers, LA — Payroll & 2nd Assistant Accountant**

JUNE 2022 - DEC. 2022

ABBOTT ELEMENTARY S2 AND SHINING VALE S2 ACCOUNTANT: J. STANLEY

### **NETFLIX, LA — Payroll Accountant**

OCT. 2020- APRIL 2022

ANIMATION FILM SLATE FINANCE PAYROLL MRG: DUY NGUYEN

### **HBO, LA— 2nd Assistant Accountant/Temp Payroll Acct.**

AUGUST. 2019- DEC 2019

INSECURE S4 ACCOUNTANT: P.M. DUNCAN

### **MARVEL STUDIOS, LA— Temp Payroll Acct.**

MARCH. 2019- AUGUST 2019

WRITER'S ROOM FINANCE MANAGER:KATHY MATTES

### **CBS STUDIO, LA— Payroll Accountant Assistant.**

JUNE. 2018- NOV. 2018

UNBELIEVABLE ACCOUNTANT: LEAH ESTES

### **NETFLIX, LA— 2nd Assistant Accountant.[WRAP]**

MARCH. 2018- APRIL. 2018

BIRD BOX ACCOUNTANT: APRIL JANOW

### **HULU/FOX, LA— 2nd Assistant Accountant.**

MAY. 2017- SEPT 2017

CHANCE S2 ACCOUNTANT: DAVID KWAN

### **NBC UNIVERSAL, LA— 2nd Assistant Accountant**

AUG. 2015- MAY. 2016

AQUARIUS S2 ACCOUNTANT: LADONNA CONRAD

Los Angeles, CA

(423) 227-2074

[ymbakerassistantacctg.payroll@gmail.com](mailto:ymbakerassistantacctg.payroll@gmail.com)

## SKILLS

I possess a robust set of skills including expertise in Microsoft Office and Google Doc Suites, Airtable, trained in specialized financial software like Greenslate, DPO,Cashet Pay. PSL & etc.

My strengths in organization, creativity, and problem-solving enhance my ability to manage administrative and clerical duties effectively.

I am committed to contributing to your team and am eager to bring my background in both creative and administrative capacities to your production.

Available locally in Los Angeles, CA or on-location, remotely and in-office settings.

## SALARY RANGE

\$1800-\$2050

Cell Phone Allowance

## EDUCATION

University of Memphis Bachelor of Arts

SCAD Master of Arts