

## GRAYSON MAXWELL

304-280-2070

[GraysonMaxwell1@gmail.com](mailto:GraysonMaxwell1@gmail.com)

### EXPERIENCE

#### *Accounting Clerk*

- Fielded phone calls for department.
- Appropriately distributed all documents. Logging everything.
- Organized binders, kept records, assisted entire department.
- Filed amex, A\P, GEN, P\C, and P\R appropriately.
- Assembled checks in invoice order and appropriately mailed\Fedex'd to vendors.
- Matched invoices to PO, sent around for signature.

#### *2<sup>nd</sup> Assistant Accountant*

- Opened and closed accounts, collecting information from vendors.
- Entered A\P, P\C, PO's into Vista and PSL.
- Checked A\P and P\R edits. Cut checks.
- Sent checks for signatures

### PARTIAL CREDIT LIST

#### **2010-PRESENT**

Fences	2 <sup>nd</sup> Asst Accountant	Paramount	Feature	Rachel Lax
American Pastoral	2 <sup>nd</sup> Asst Accountant	Lakeshore	Feature	Mark Ross-Michaels
American Pastoral	Accounting Clerk	Lakeshore	Feature	Mark Ross-Michaels
The Outsiders	Accounting Clerk	WGN	Season 1	Ira Friedlander
Concussion	Accounting Clerk	Sony	Feature	Cindy Quan
Fantastic 4	Accounting Clerk	Fox	Feature	Janet Lonsdale
Those Who Kill	Accounting Clerk	Fox	Season 1	Meryle Selinger
Those Who Kill	Accounting Clerk	Fox	Pilot	George Henfling
Out of the Furnace	Office PA	Relativity	Feature	Jennifer Madeloff
Dark Knight Rises	SPFX (Travel)	Warner Bros	Feature	Chris Courbould
Dark Knight Rises	Locations PA	Warner Bros	Feature	Ilt Jones
Adduction	Office PA	Dreamworks	Feature	Jane Bartelem
Super 8	Office PA	Paramount	Feature	Erin Salstrom

### EDUCATION

#### **2005-2009**

**Wheeling Jesuit University**

**Wheeling, WV**

*B.A. Communications, Production Concentration*

*Minor-Film Studies, Philosophy*

References Available upon request.