

Sara Howie

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EXPERIENCE

FIRST ASSISTANT ACCOUNTANT

VARIOUS INDEPENDENT & DGC SANCTIONED PRODUCTIONS, 2015 - PRESENT

Has primarily worked in the accounts payable department, but has experience handling petty cash, reconciling Pcards and processing payroll for both major American networks and small Canadian productions. Has worked on both features and television, with most experience in American network television. Has budgeted for independent filmmakers and micro budget productions. Has also worked as a tracker and coordinator for the set decoration department.

INSTRUCTOR

LIAISON OF INDEPENDENT FILMMAKERS TORONTO, 2019 - PRESENT

Developed the course "Introduction to Production Accounting" and teaches the workshop twice a year. The course includes exercises on how to budget for film, information on various filmmaking grants and tax credits within Ontario, and help with best practices while working in both major production offices and small independent productions.

FREELANCE GRAPHIC DESIGNER

2004 - PRESENT

Designs projects for both print and web. Has created a variety of content from pamphlets and posters to business cards to websites. Clients include bakeries, high schools, law offices, art galleries and personal branding.

RESEARCH FELLOW

BROKEN CITY LAB, 2011 - 2014

Worked as a Research Fellow in the artist collective Broken City Lab. Assisted in various projects, residencies, and conferences, as well as directing independent projects and workshops. Worked with other research fellows in fulfilling grant requirements both in a gallery setting and beyond.

GALLERY ASSISTANT

HUNTCLUB, 2014

Worked at Huntclub studio space in Toronto helping putting up gallery shows, running openings, handling finances, press releases, and other various personal assistant duties.

EDUCATION

DIRECTOR'S GUILD OF CANADA

MARCH 2015

Attended all GAP training classes necessary to work as an accountant. Has full DGC member status and takes multiple classes a year to keep current on tax credits and standard agreements.

UNIVERSITY OF WINDSOR

2011 - 2014

Attended the University of Windsor in the bachelor's of arts in fine arts program.

WALKERVILLE COLLEGIATE

INSTITUTE, 2006-2010

Graduated in specialty arts program as valedictorian and at the top of her class.

SKILLS

DESIGN

Adobe Photoshop, InDesign and Illustrator, Final Cut Pro, logos and branding, film & digital photography, layouts for print and web, Wordpress. Able to multi-task & work within a tight deadline.

ACCOUNTING

Entertainment Partners: Vista 5, Global Vista, EPOL, CASHet, and cash handling.

MISC

Competent on both Mac and PC platforms including iWorks & Microsoft Office. Journalism and writing skills, proficient in editing, employee management.