

JOHN CRABTREE

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Accounts Assistant

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www.screenskills.com/JohnCrabtree

Personal Profile

I am a proactive, goal orientated and ambitious self-starter. I am strongly focused and once I set my mind to something - it's going to get done. I am comfortable working in time critical environments with experience from different industries. I am a highly approachable and enthusiastic person who enjoys working as part of a team towards a shared goal or working independently and reliably managing my own responsibilities. I know my strengths and weaknesses and I'm not afraid to ask for help when needed. I'm flexible to work-away as required.

Work Experience

- **January – May 2022, Accounts Assistant, Moonage Pictures/Gaumont/Netflix – “DAMAGE”**
My broad variety of duties included: processing petty cash, Locations A/P, Supporting Artist (Agency and Direct) payments, collating the cast per-diems and crew overtime spreadsheets. I was also responsible for training and supervising the Netflix accounts trainee. We used MoneyPenny, Centrip, Docusign, Excel and Google Drive. WFH.
- **August – December 2021, Accounts Assistant, NBC Universal/BBC TV Series - “Everything I Know About Love”**
My main responsibility was the processing of Petty Cash using Equals, Eclipse, Excel, DocuSign and Google Drive. I also made the Supporting Artist (Direct and Agency) payments and assisted with general A/P and filing tasks as required. WFH.
- **April 2021 - July 2021, Accounts Trainee, Warner Brothers/Netflix HETV Series - "The Sandman"**
My duties included processing Equals Pcard transactions, producing petty cash vouchers - involving episodic costing for PSL and assisting with A/P, payroll and general filing using Box, Adobe Acrobat and AdobeSign. I was also a panellist for a Netflix recruitment event, discussing experiences in the industry and as an accounts trainee.

Personal Development

- **March 2021, ScreenSkills HETV Accounts Trainee**
I was accepted onto the ScreenSkills HETV trainee finder scheme, as part of their cohort of HETV accounts trainees for April 2021-22.
- **Jan 2021, 'Introduction To Production Accounting' Course**
I applied for, and was accepted onto, this online short course run by the Lightforge Academy and funded by ScreenSkills. It provides a valuable introductory insight into all areas of production accounting and also developing the students soft and interpersonal skills.
- **July 2020 - Present, 'AAT Level 2 Foundation Certificate in Accounting'**
I have been self-studying from home, the first level of the Association of Accounting Technicians qualifications in order to lay the essential groundwork for a career in accounting and improve my employability in the accounts team.

Selected Credits	Role	Production Company	Format	Dates
DAMAGE	Accounts Assistant	Moonage Pictures/Gaumont/Netflix	TV Series	Jan - May 2022
Everything I Know About Love	Accounts Assistant	NBC Universal/BBC	TV Series	Aug - Dec 2021
The Sandman	Accounts Trainee	Warner Brothers/Shoebucket Ltd	TV Series	May-Aug 2021
Fleabag Series 2	Electrician	Two Brothers Pictures/BBC	TV Series	Aug-Sept 2018
Worst Witch - Series 3	Electrician (Dailies)	Children's BBC	TV Series	June 2018
The Feed	Electrician (Dailies)	Studio Lambert	TV Series	June 2018
Shop Smart Save Money	Gaffer	True North Productions	Factual TV	June 2018
Say Your Prayers	Gaffer	Cow and Calf Productions	Feature Film	Feb-March 2018
Hairy	Gaffer	Random Acts	Short for TV	January 2018
Peacocks Christmas	Gaffer	ABF Pictures	TV Commercial	November 2017
The Virtues	Gaffer	Warp/Shane Meadows/C4	TV Drama	June-Sept 2017
The Truth	Electrician	Story Films/Channel 4	TV Drama	June 2017
Overshadowed	Gaffer	Rollem Productions/BBC3	TV Mini Series	May-June 2017
Purge of Kingdoms	Electrician	Purge of Thrones UK Ltd	Feature Film	April 2017
Widows Walk	Gaffer	Widows Walk Film Ltd	Feature Film	Feb-March 2017
10x10	Electrician	10x10 Film Company Ltd	Feature Film	January 2017
You, Me and Him	Electrician	Big Blue Thumb Productions	Feature Film	Oct-Nov 2016
Final Score	Electrician	Drybake Ltd/Sky Atlantic	Feature Film	July-Sept 2016
Fleabag Series 1	Electrician	Two Brothers Pictures/BBC	TV Series	April - May 2016
Gods Own Country	Electrician	Dales Productions	Feature Film	March - April 2016

EDUCATION

2010 - 2013 Northern Film School, Bachelor of Arts in *Film & Moving Image Production*
 A Levels in English Language and Sociology
 9 GCSE's including Maths, Media, English and Science

1:1 Hons
 B
 A*- B

OTHER INFORMATION

- ✓ Full and Clean UK driving license and own vehicle.
- ✓ Creative Industries Safety Passport

- ✓ References available upon request
- ✓ GDPR: This CV may be kept on file and distributed