

# Hectorlyne Wuor Jarmon

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## SUMMARY

I am a passionate and organized Production Accountant and Film Producer, who values the importance of deadlines and teamwork. I have experience working on multi-million dollar productions, and small independent productions, with projects ranging from web series to feature films.

## FILM & TELEVISION EXPERIENCE

- Nuyorktricity- Nico & Vinz Music Video 2017- Associate Producer
- Brisbane Productions – Fiorella, short film, 2017 – Writer & Producer
- Blvd Of Broken Dreams – Blind Rage, short film, 2016 – Producer
- Miller Productions- Ghosts ‘N Stuff, web series, 2016 – Producer
- IVO STAR PICTURES – PAPA, feature film, 2015 – Producer & Line Producer
- Over The Bridge Productions – Break Down, short film, 2015 – Co-Producer & Production Manager
- Over The Bridge Productions – Break Apart, short film, 2015 – Co-Producer & Production Manager
- Walk Like a Duck Productions – Rosewood, short film, 2014 – Production Manager
- 13 ALL-STARS LLC – All-Stars, feature film, 2014 – Production Accountant
- Art-N-Us Productions – The Reason, TV Pilot series, 2013 - Producer
- Magic Elevator Productions – Moo Moo and the Three Witches, feature film, 2013 – Co-Producer
- Magic Elevator Productions – Seventy-Nine, feature film, 2013 – Co-Producer
- Ogden Group Entertainment – Hot Guys with Guns, feature film, 2012 – Co-Producer

## WORK EXPERIENCE

**Beyond Productions, Culver City, CA**

**Production Accountant**

**Full Time**

**June 2017- Present**

- Production Accountant on various network television series including Mythbusters (Discovery), Mythbusters Jr. (Discovery), My Lottery Dream Home (HGTV), Holiday Gingerbread Showdown (Food Network), Hip Hop Houdini (FUSE), and Coaster Quest (Travel Channel).
- Duties include cost reporting, cash flow, credit card reconciliations, data entry, and accounts payable

**Waterproof Pictures Film & Video Production, Culver City, CA**

**Finance Manager**

**Full Time**

**Sept 2016 – March 2017**

- Responsible for creating and tracking estimates, budgets, actuals and expenditures for all company projects and productions
- Duties include A/P, A/R, vendor and company invoices
- Responsible for all employee payroll and vendor payments

**NBCUniversal, Los Angeles, CA**

**Finance & Production Coordinator**

**Full Time**

**Feb 2014 – Sept 2016**

- General administrative duties including scheduling, budgeting, expense reports, liaison with various vendors, coordinated meetings for E! TV series: Fashion Police, The Soup and E! News
- Created call sheets and communicated truck rentals on site for E! Live from the Red Carpet events: The 2015 Golden Globe Awards, The 2014 Primetime Emmy Awards, The 2014 iHeartRadio Music Awards and The 2014 Academy Awards

**OneLA Artist Resource Center**, North Hollywood, CA

**Producer/Writer**

**Part Time**

**March 2014 – Oct 2015**

- Wrote and Produced 'One Voice' promotional video, seen by thousands of people worldwide, highlighting some of Los Angeles's up and coming vocal talents
- Field Producer at The 2014 One Lens Film Festival

**Creative Management Entertainment Group**, Los Angeles, CA

**Hosting Coordinator**

**Full Time**

**Sept 2013 – Feb 2014**

- Produced and managed CMEG's flagship 'Become a Host' seminar - a training class which attracts talent from all over the world
- Booked talent for Marki Costello's 'Become a Host' bootcamp

### **ADDITIONAL QUALIFICATIONS**

- Own and very experienced with numerous Production necessary programs, for example: Movie Magic
- Budgeting, Movie Magic Scheduling, Microsoft Office and Adobe Creative Suite
- Experienced in creating production budgets and schedules for multi-million dollar movies
- Adept in handling paperwork for Union and Non Union shows
- Active member of the following groups: African Artists Association, Women in Motion Pictures, Females in Entertainment & Media, Toastmasters and NBCUniversal Women's Network

### **EDUCATION**

**University of Maryland '12**

**Double Degree** BA- Theatre Production, BS- Accounting

*For additional references and work examples, visit my website [www.hectorlyne.com](http://www.hectorlyne.com)*