OTTA'S RESUME OF QUALIFICATIONS

The Resume of Qualifications is a crucial part of your application, presented as a scrollable page divided into several sections. Let's begin with the upper section, which includes the information you've already provided.

If you have an IMDb profile, you have the option to include a hyperlink to your profile here. This allows employers to conveniently access your profile with a single click, although it is not mandatory.

We strongly recommend that all members visit IMDb.com to ensure the accuracy of their profiles. IMDb provides detailed instructions for adding, editing, or correcting your information. Credits verified by IMDb through documented proof of your employment will appear on your IMDb profile as "uncredited," yet employers consider these credits as verified.

To add your IMDb profile link to your Resume of Qualifications:

1. Visit your profile on IMDb.com.
2. Copy the address from your browser.
3. Return to the Resume of Qualifications form.
4. Place your cursor in the IMDB LINK field.
5. Press Ctrl + V (Windows) or Command + V (Mac) to paste the link. Please note that right-click paste functionality may be disabled on most pages.

UNION AFFILIATION, OFFICE PREFERENCE & SOFTWARE EXPERIENCE:

In this next section, please check items below that apply to your employment data.
Items below items checked for example only:

UNION AFFILIATION*

- ☑ Union 871
- ☐ Union 161
- ☑ Non-affiliate
- ☐ Non-union
- ☐ Union - Other
  *Studio Mechanic Locals #209, #476, #478, #480, #484, #488, #490, #494, #665

OFFICE PREFERENCE*
Where do you prefer to work?

- ◉ No preference
- ○ In-office
- ○ Remote

SOFTWARE EXPERIENCE*

- ☑ Global Vista
- ☑ Vista
- ☑ PSL
- ☑ PSL+
- ☐ Greenslate
- ☐ Extreme Reach
- ☐ Media-Web (Media Services)
- ☑ SmartAccounting
- ☐ V5 - Entertainment Partners
- ☑ SmartStart
- ☑ SmartTime
- ☑ SmartPO
- ☑ Movie Magic Budgeting
- ☑ Scenechronize
- ☑ VPO
- ☐ Cast and Crew Start+
- ☐ Cast and Crew Hours+

- ☑ Showbiz Crew Cards
- ☑ Showbiz SAG Cards
- ☑ Digital Purchase Order (DPO)
- ☐ RABS (Background Payroll)
- ☑ DocuSign
- ☑ Microsoft Office - Excel, Word, etc
- ☑ Adobe Acrobat Pro
- ☑ Optimis Scanning
- ☐ Quickbooks
- ☑ P-CARDS (Cashet, other)
- ☐ EP SmartTime Fenix
- ☐ Cast and Crew Studio+
- ☑ Dropbox
- ☑ Box
- ☑ Google Drive
- ☑ 1099 Reporting
- ☐ Escrow Accounts

RELATED SKILLS, WORKING ABROAD, & HOME BASE:

Please choose the relevant skills that apply to you and answer the following questions:

- If you've responded "Yes" to **"Willing To Work Abroad**," please provide your passport expiration date, if applicable.
- Specify your **HOME BASE**. This determines whether you are considered a LOCAL or DISTANT HIRE for Employer Job Requests.

Special Feature: Pinch Hitters

In the Related Skills section, there's a feature called "***Pinch Hitters**.*" Check this box if you're open to short-term employment opportunities when available. Employers can select "**Pinch Hitters**" on job requests when they require immediate short-term assistance, applicable to various roles. Pinch Hitters may also be asked to fill in temporarily for others.

If you prefer seeking employment for the duration of a show, you may opt not to select Pinch Hitters. You can change this preference at any time.

CREDITS

This section is particularly crucial for EXPERIENCED ACCOUNTING MEMBERS. If you are new to production accounting and do not have any show credits, you can skip this step. Please ensure you check the boxes for AP Clerk and Payroll Clerk in the CONSIDER FOR section mentioned below, and then proceed to the OTHER EXPERIENCE section.

CONSIDER FOR*

To be considered for other roles email **admin@ottainc.com**

☐ AP Clerk

☐ Payroll Clerk

EXPERIENCED ACCOUNTING MEMBERS, please list your film and television work history. Select the 'Add Credit' button for EACH show.

Credits

Please include your most recent projects.

Add credit

No credits on file

Fields with an * are **REQUIRED FIELDS**. The Finance Executive and Production Executive fields are **only REQUIRED for Department Heads and Production Accountant-non HODs.**.

The"**Details**" section contains a dropdown of some examples of situations that increase the complexity of a show. It's not a complete list, of course…you can address others during your interviews. Once you've clicked "Details" that applied to that show, click outside of the area and the dropdown will disappear.

When completing this page, please be as thorough as possible. And click '**SAVE'** when done.

Credit Details

Production Name*   Finance Exec

Studio / Production Co*
                         Prod Exec

Type*
                         Producer

Start Date*
                         UPM

End Date*

Role*   Department Head *

Location (City, State)*
                         Details

☐ Tax Incentive*

Cancel   Save

You can always go back and update a credit.

Continue selecting '**Add Credit**' until you have included all the work history you want Employers to view.

CREDITS*
Please include your most recent projects.

Add Credit

Production	Type	Dates	Role	
SHOOT 8	HBSVOD	1/2023-7/2023	Production Controller (HOD)	Update
SHOOT 7	1-hr Single Camera	1/2022-12/2022	Production Accountant (HOD)	Update
SHOOT 5	HBSVOD	3/2021-12/2021	Production Accountant (HOD)	Update
SHOOT 4	HBSVOD	1/2020-3/2021	Production Controller (HOD)	Update
SHOOT 3	SVOD	1/2019-12/2019	Production Accountant (HOD)	Update
SHOOT 2	HBSVOD	1/2018-12/2018	Production Accountant (HOD)	Update
SHOOT 1	HBSVOD	1/2016-12/2016	Production Controller (HOD)	Update

When you have finished adding credits, please note the area below the "**CREDITS**" area in the **Resume of Qualifications**.

Your experience will automatically generate Accounting Roles in the "***CONSIDER FOR***" section:

CONSIDER FOR*
To be considered for other roles email **admin@ottainc.com**

☑ Lead Payroll Accountant

Minimum rate:* $3,500.00

☑ Payroll Accountant

Minimum rate:* $3,000.00

"CONSIDER FOR" Section, Selecting Accounting Roles, and Minimum Rates:

Select the Accounting Roles you are willing to accept if your qualifications and availability align with an Employer's Job Request. Specify your minimum rate for each role. ***Only you and OTTA Admin have access to this information.***

If an Employer's offered wage range falls below your specified minimum rate, your resume will NOT be included in the matching results for that Job Request. To ensure your resume is considered for matching, enter the lowest rate you would accept for each role.

When your qualifications match an Employer's Job Request and their rate **_exceeds_** your specified minimum, your resume **_will_ be included** in the matching results sent to Employers. Keep your minimum rates competitive to increase your chances of being selected for job requests.

Final hiring rates will be determined through your negotiations with Employers. As your resume circulates, this information will automatically appear in your Team Member Dashboard.

Opportunity Notice:

Please take note of the following message: "*To be considered for other roles, email admin@ottainc.com.*"

If you believe you have the necessary experience and are ready to advance to the next level in Production Accounting, please send an email to the address provided above indicating your readiness. Should an opportunity arise where we can introduce you as a potential candidate to an employer, we will do so. However, OTTA cannot guarantee any specific outcomes.

Please be aware that we reserve the right to discontinue these efforts if we observe misuse of this process. Ensure that your resume reflects ample experience in previous roles and that your references will likely affirm your readiness for advancement to the next level.

"Other Experience" Section:

Relevant Experience and Entry-Level Work History:

This section is relevant if you have industry experience that you would like to include on your resume, such as executive positions, staff roles, producing, production managing or experience in other departments.

Entry-level members will use this section to document their past work history *outside* of film & television.

Click '**Add Other Experience**' to make an entry. Then, complete the fields and click '**Save**'.

FOREIGN EXPERIENCE & FOREIGN LANGUAGES:

Navigate to the next section by placing your mouse cursor in the box and selecting options from the dropdown menu. You can add multiple items to these fields by placing your cursor back in the box after making each selection. You can remove an entry by click the 'x'.

Foreign experience

Foreign languages

EDUCATION

Click **'Add School'** to enter the name of EACH Institution and Degree or Certification earned..

Select '**Add School'** for each Institution and Degree or Certification you wish Employers to view..

If you have completed the CA Film Commission Pilot Career Pathways Program, 'Entry Level Production Accounting Course,' any courses from the School of Production Accounting, or other relevant training or certification in Production Accounting, please include it here."

Education

Please include your most recent degrees/certifications.

Add school

Education Experience Details

Institution Name*

Degree/Certification*

Cancel	Save

You can always update this information or add additional education or certifications received.

Education

Please include your most recent degrees/certifications.

Add school

Institution	Degree	Dates	
School of production finance	BA	1/1/2000-12/1/2000	Update

REFERENCES - Please enter a minimum of 3 references

References

Production Finance Executives, Production Accountants, Production Controllers, Producers, and UPM's preferred

Add reference

No references on file

Please ensure that you provide current contact information wherever possible.

Click on '**Add Reference**' each time you want to add a different reference.

Reference Details

Name

Title

Phone

(___) ___-____

Email

| Cancel | **Save** |

The top 3 references will be featured on the OTTA Resume. If you include more than 3 references, the system allows you to "**Move Up**" and "**Move Down**" in case you would like to change which 3 references show up on your OTTA Resume. You can update your reference information, add or change references at any time.

REFERENCES*

Please include a minimum of 3 references. Production Finance Executives, Production Controllers/Accountants, Producers & UPM's preferred.

Add Reference

Name	Title	Phone	Email			
Joe Smith	Director of Production Finance	1984846465	joe@email.com		Move down	Update
Jane Doe	Producer	6545645456	jane@email.com	Move up	Move down	Update
Sarah Jones	Manager	6876876876	sarah@email.com	Move up		Update

In order to save your input, you must click either the SAVE button found at the bottom of the page or the SAVE button found at the top of the page.
Warning: If you don't save, you risk losing some of the data entered!!!
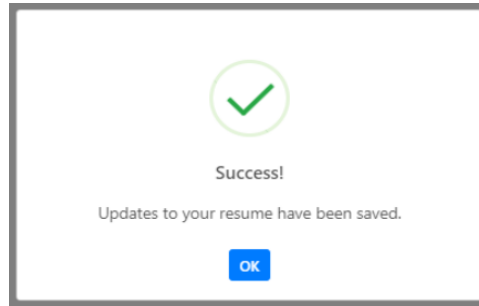
Resume of Qualifications
Production experience and job preferences

| Preview OTTA Resume | Preview Full Resume | Save |

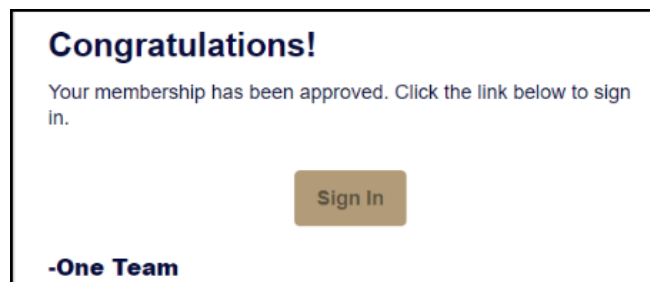**Once you have clicked 'SAVE', you will receive the message below:**

Now it is a good time to review your OTTA resume. You can scroll up and click on the Preview OTTA Resume button to see the information an employer will see. You can also click the Preview Full Resume. Employers are sent the OTTA resume but will be provided the Full Resume on request. Note: Your preview versions do on contain the OTTA header and footer that is displayed on the resumes that go to employers.

Admin Review

The next step involves a review by the OTTA administrator, who will verify your resume before approving your account. Once approved, you will receive the email below containing a sign-in link.

Clicking the **'Sign-In'** link will take you to the Member Sign-In page:

Once you are logged back into your account, you will see your dashboard (see example below):

Clicking on '**CONFIRM AVAILABILITY'**, will indicate that you are *immediately available for work*.

If working, update your availability by clicking on '**CHANGE AVAILABILITY'**. Confirm that you are currently employed by selecting 'Yes' for the 'Working?' question, and provide the name of the Production Company and Show Name.

Specify your **Start Date** and **ANTICIPATED STOP DATE** (also known as Wrap Date) accurately.

It's crucial to update your availability!

OTTA's system utilizes your specified dates when fulfilling Employer's Job Requests. Your resume will start circulating six weeks before your STOP DATE to match employers seeking accounting teams for those dates.

If your STOP DATE changes for any reason, please revisit your dashboard, click on the 'Change Availability' button, and make the necessary updates.

Change availability

Working?

🔘 Yes

⚪ No

Studio/production *

[   ]

Start date *   **Stop date** *

[June 29, 2024   📅]   [June 29, 2024   📅]

[Cancel]   [Submit]

Tuesday   Wednesday

CONGRATULATIONS!!!

You have completed account set up, thank you!