

BRENDA Y. CHAE, CPA

(818) 209-5177

brendachae@yahoo.com

RELEVANT PROFESSIONAL EXPERIENCE:

VICE PRINCIPALS – SEASONS 1 & 2 (HBO) – 2015

2nd Assistant Accountant

UPM: J. David Brightbill

Accountant: Victoria Carnall

VEEP – SEASONS 3 & 4 (HBO) – 2013-2015

2nd Assistant Accountant

UPM: Bill Hill

Accountant: Stacy de Bernier

EASTBOUND & DOWN – SEASON 4 (HBO) – 2013

2nd Assistant Accountant

UPM: Bill Hill

Accountant: Stacy de Bernier

VEEP – SEASON 2 (HBO) – 2012-2013

2nd Assistant Accountant

UPM: Bill Hill

Accountant: Stacy de Bernier

RECTIFY – SEASON 1 (AMC/SUNDANCE) – 2012

2nd Assistant Accountant

UPM: Bob Rolsky

Accountant: Robin Ginsberg

NASHVILLE – PILOT (LIONSGATE) – 2012

2nd Assistant Accountant

UPM: Bill Hill

Accountant: Robin Ginsberg

A SMILE AS BIG AS THE MOON (HALLMARK HALL OF FAME) – 2011

Accounting Clerk

UPM: Patricia Chapman

Accountant: Robin Ginsberg

REVENGE – PILOT (ABC STUDIOS) – 2011

2nd Assistant Accountant

UPM: Bill Hill

Accountant: Seve Spracklen

APPLE ONE, Glendale, CA

Jan 2006 – Mar 2006

Walt Disney Pictures, Acting Coordinator to the Vice President, Motion Picture Production Finance

- Updated cost reports to track and report expenses for film productions

TOUCHSTONE TELEVISION, Burbank, CA

July 2004 – July 2005, Mar – May 2006

Production Finance Associate, Finance Assistant

- Implemented policies and procedures to reconcile corporate accounting files (SAP) with show accounting files (PSL)

OTHER PROFESSIONAL EXPERIENCE:

THE NEW YORK TIMES COMPANY, New York, NY

Sept 2006 – April 2009

Senior Auditor, Associate Auditor

THE SIEGFRIED GROUP, LLP, New York, NY

Oct 2003 – June 2004

Associate I

ERNST & YOUNG LLP, New York, NY

Oct 2001 – Oct 2003

Senior Auditor, Staff Auditor

EDUCATION:

THE UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NC

Master of Accounting

May 2001

Master of Healthcare Administration, Concentration in Healthcare Financial Management

May 1999

Bachelor of Science, Chemistry; Minor in Religious Studies

May 1997

COMPUTER SKILLS:

Microsoft Office products, including Word, Excel, PowerPoint, Access, Outlook; SAP; PeopleSoft; Lotus Notes; Final Draft; FileMaker Pro; Cast and Crew PSL, EP Vista, Vista 5.