

RIKKI CASTINO

Charlotte, NC | <http://www.linkedin.com/in/rikkicastino>

225-933-7304 | Rikki.Castino@gmail.com

EXPERIENCE

AP ACCOUNTING CLERK

Lionsgate | Charlotte, NC

FEB 2024 - PRESENT

- o Set up vendors in SmartAccounting software system.
 - o Record payment runs and send to Production Controller via DocuSign for final approvals. File all documents appropriately for historical record keeping.
 - o Monitor the Accounts Payable email inbox for timely posting of invoices and check requests while ensuring all posts have the correct supporting documents with them.
 - o Communicate with other departments to ensure invoices are processed by them in a timely manner, they are aware of correct processes to follow including coding of costs, PO approvals and payment scheduling.
-

GROUP HOUSING COORDINATOR

Marriott International | Charlotte, NC

OCT 2022 – FEB 2024

Build room blocks and input group rooming lists using Marriott's Automated Reservation System for Hotel Accommodations, revise room blocks to maintain the required number of available rooms and keep organized files of all groups. Oversee accuracy of room blocks and reservations while following sales techniques to maximize revenue. Prepare the weekly Staff Packet which includes the Catering Weekly Operational Projection Report, Group Grid Dashboard and Group Resumes.

ART DEPARTMENT COORDINATOR

Freelance I.A.T.S.E. Professional | Los Angeles, CA

JAN 2010 – OCT 2022

Provide operational support to the production designer and supervising art director. On each project, demonstrate a clear understanding of the production design research and development process while responding to the changing needs of the production. Assist with procurement and tracking the departmental budgets. Manage and mentor junior members of the team.

Studio Clients: Amazon Studios, Apple Studios, Netflix, HBO, FX Networks, Lionsgate, Walt Disney Television, 20th Century Studios

IMDb: Profile under maiden name, Longanecker



EDUCATION

BSBA IN BUSINESS ANALYTICS, MINOR IN MANAGEMENT INFORMATION SYSTEMS

University of North Carolina Charlotte

MAY 2025

ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT TECHNOLOGY

Baton Rouge Community College

MAY 2010

SKILLS

- Microsoft Excel, Access, Visio, PowerPoint, Word
- SQL, Tableau
- Agile/Scrum
- Critical Thinking & Problem Solving
- Time Management
- Data Analysis