

CAT B PATTEN

917-940-2449/cognitivefungus@gmail.com

Screenwriter, Playwright, Songwriter, Musician (Guitar/Bass/Keyboards), Production Coordinator, Stage Manager, Floor Manager, Full-Charge Bookkeeper/Production Accountant, Coordinating Producer, PA, 1st Assistant Director

COGNITIVE FUNGUS PRODUCTIONS, LLC

January 2023– Current

Self-Employment working as a Coordinating Producer, Screenwriter, Casting for various Theater, Video, Film/TV projects. Also worked as a Full-Charge Bookkeeper using ONLINE QUICKBOOKS during Covid,

Producer/Writer/Casting Director

Sketch Comedy Group-Deviant Salad (2023-2025)

Producer/Screenwriter/Casting Director

VEGAS: Dramatic Play in 2 Acts Broadway Reading (2023)

Videographer (2023-CURRENT)

Shot Scripted/Unscripted, Union/Non-Union Readings for several screenwriters, playwrights & directors in NYC (2023+)

Full-Charge Bookkeeper Online

April 2019 – December 2022

Worked online QuickBooks with a variety of NJ/NYC Clients to get their financials current. Full Charge means I worked Accounts Receivable, Payable, Payroll, worked with client’s clients, vendors & staff all working remotely. Industries I worked were: CPAs & their clients, Production & Post Production Entertainment Companies (TV, Film, Video), Manufacturing, Construction & the Trades, Cafes, Bars, Restaurants (Skall-NYC), & more.

Production Coordinator

NYC ENTERTAINMENT CLIENTS working on various projects

Full-Charge Bookkeeper

January 2008 – March 2019

Stone Street Studios, Kdi, Aria Artists, Bombastic Inc, The Lodge, Missing Pieces Productions, Prodigy Productions, Snap Dragon Productions, Thumbprint Productions, Cicala Filmworks, Inc (Hungry Ghosts With Writer/Director Michael Imperioli), Renart Films Llc (Goodbye Baby, The Big Swim, The Project)

INTERNATIONAL ACADEMY OF TV ARTS & SCIENCES (NYC) – January 2001-2007

Full-Charge Bookkeeper/Office Manager for NYC Nonprofit that hosted the Annual Gala for International ATVS. Worked with small staff, outside CPAs, and in office on QuickBooks Pro Desktop. Office Administrator and assisted with Gala as Associate Host for Gala attendees annually.

CADRE CREATIVE PRODUCTIONS, LLC. (NYC) **January 2000 – December 2007**

Production Coordinator/Full-Charge Bookkeeper & Office Administrator for a specialized company that supplied TV & Film Production companies with Production Accountants & Coordinators for freelance projects. As the Production Office Manager, I was responsible for overseeing production accountants & coordinators in the field working at client companies, maintaining schedules for them and working on QuickBooks Pro desktop for CCP principals. Other work included working closely with CCP Producers on individual in-house projects for company.

USA NETWORKS (NYC)

August 1990-December 1999

Executive Assistant working with Senior Producer of USA Networks & the Sci-Fi Channel. Worked on the Launch of Sci-Fi Channel with Production team as a Production Coordinator-9/24/1992, Worked on Publicity for Sci-Fi channel with Marketing Department, As Executive Assistant I scheduled freelance producers cutting trailers for USA Network shows. Worked on creating new Sci-Fi Show filing systems for Production & other office duties for Senior Producer, Executive Assistant worked scheduling entertainment producers for USA Network Shows, worked on US Open yearly from the office and On-site at the tennis center when needed.

SCI-FI CHANNEL (USA NETWORKS)

September 1994 – December 1996

Production Coordinator for first 1-Hour Sci-Fi Cable show for USA – **INSIDE SPACE with STAR TREK actress, Nichele Nicols as host**. Production Floor Manager for INSIDE SPACE filming in studios across NYC, called the show, provided cash for daily use, worked on getting financials for show to USA accounting department budget and hired and paid all freelance and employee Production Assistants.

VH1 PILOT SHOWS

January 1996 – June 1996

On loan from USA Networks, I worked as Script supervisor for short lived game show-Rumor Has It which was an American daily [game show](#) that aired on the cable channel [VH1](#) from June 7 to October 28, 1993. [Brian O'Connor](#) was the host and John Ten Eyck announced. The series was the first game show be broadcast on VH1. Worked on several other pilots for the network that were never picked up. I worked on these VH-1 shows while working as staff with USA Networks.

BARRY & ENRIGHT PRODUCTIONS (LA/CA)

August 1989 – July 1990

Production Coordinator for TV Game Show Producer, DAN ENRIGHT & Producer, DEKE HAYWARD on various American & Spanish TV Game Shows. One of them was a pilot hidden camera game show called “HOLD EVERYTHING”
Worked on 2 films as PA/Coordinator for LA Shoot of Made For TV Movie: “CAROLINE?” which won 3 Primetime Emmy awards.

ACADEMY OF TV ARTS & SCIENCES, LOS ANGELES - PRIMETIME EMMY AWARDS – Sept 1989

Worked backstage CREW various positions during the week leading up to the televised event & during the event.

PARAMOUNT TV & 20TH CENTURY FOX - Script Analyst & Script Reader for Books, Film & Television.

Worked remotely in Los Angeles & NYC for both companies.

INDEPENDENT FILMS – “Devoured: The Legend of Alferd Packer” Director: Kevin Rapp – Worked crew shooting gorilla filmmaking in Barstow, California in caves and on sand. 1989-1990 weekends.

PSAs for several Non-Profits – in Los Angeles & NYC – First Assistant AD & Production Coordinator.

PRODUCTION SKILLS

Rights & Clearances, Screenwriting, Playwriting, Movie Magic Screenwriter & Scheduling platform, MS Office Suite, Google Suite (online), Post Production Coordinator – editing on Windows Filmora 14, Final Cut Pro X, Call Sheets, Scheduling, hiring interns, assist in hiring production crew for shoots, worked with talent, celebrities (actors/producers/directors), Entertainment Partners Payroll * Scheduling. Casting, working with Directors, worked as Assistant Director, Director, Production Coordinator, Production Manager, sent out crews to shoot various projects, Can Do Attitude, Manager. Panasonic Gh5m2 Lumix Camera, CANON PowerShot camera, infrared/full-spectrum. Drone: beginner -StealthBird 4k-going for “drone pilots licenses” soon.

OFFICE SKILLS

Full-Charge Bookkeeping on QuickBooks Desktop (Most Versions) to Enterprise 20.0 online for PC and Mac Platforms, Net Facilities (Maintenance Service Order software), Human Resources Onboarding, Employment laws, Time Management, Background Checks, W9, MS-Office Word, Excel, Outlook 365, Software: NetSuite, HRIS program platforms, ADP for HR; Pay pro for Direct Deposit payroll, Net Facilities for schedules on Maintenance work, WordPerfect (PC and Mac), ADP Run & Workforce Now. Paychex Payroll Programs online, manage schedules & calendar management, handle office supplies, deliveries and Annual Year End Office Parties. Worked on QuickBooks Pro, Premiere, Enterprise, Design Manager, QuickBooks Online; Peachtree accounting programs, Xero Accounting software, Access Database, FileMaker Pro, PowerPoint, Photoshop, SharePoint, Builder Trend, Final Cut, ACT, Filmmaker Pro, Outlook, Google Docs, Google Meet, Zoom, Payroll programs for ADP, Paychecks, Lacerte Tax Platform.

HUNTER COLLEGE (NYC)
CENTER FOR THE MEDIA ARTS (NYC)

B.A. MUSIC/PERFORMING ARTS
CERTIFICATE TV/FILM