

MANNY VALLARINO

Creative Professional

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EXPERIENCE

Sony Music Entertainment, Latin-Iberia Regional Office | Miami, FL

Analyst, Project Management, Operations & Finance

06/2022 – Present

- Co-manage the complex integration program for Som Livre, a Brazilian record label acquired by Sony Music.
- Bridge multilingual communications between the Latin office, teams in NYC and London, and teams in Brazil.
- Lead regular status meetings to review project tasks across integration workstreams: HR, IT, Finance, and BLA.
- Document key action items, risks, lessons learned, and issues, both for project monitoring and future reference.
- Drive initiatives in two additional regional projects: a new payment system and a new process for legal contracts.

Analyst, Finance & Operations

06/2020 – 05/2022

- Created the "Financial Processes Overview" presentation to educate Sony Music employees.
- Vetted purchase orders, coordinated any required adjustments, and acted as first-approver for expenses.
- Prepared reports and presentations to inform evidence-based managerial decisions in several business areas.

Finance Intern

05/2019 – 08/2019

- Wrote the "Sony Music Latin-Iberia Finance Staff Training" manual to guide new Finance staff in their duties.

Sony Music Entertainment | Los Angeles, CA

Premium Content Intern

01/2020 – 03/2020

- Pitched to successfully connect Premium Content leadership with a US public figure for a potential collaboration.
- Tracked and researched opportunities in various media: film, TV, documentaries, soundtracks, and podcasts.

SyncShop Intern—Music Licensing

09/2019 – 12/2019

- Created the Q3 business summary for international Sync business, which was shared with NYC HQ.
- Crafted song pitches, updated metadata and assets, and registered finalized Sync deals.

IFF Panama/International Film Festival of Panama | Park City, UT

01/2020 – 02/2020

2020 Sundance Film Festival—On-site Representative for Film Acquisitions

- Catalyzed the invitation of 2 Sundance films to IFF Panama: *The Mole Agent* and *Once Upon a Time in Venezuela*.

Carnegie Museum of Art | Pittsburgh, PA

Financial Assistant of Museum's Deputy Director

01/2019 – 03/2019

- Supported the Deputy Director in all financial tasks given the vacancy in the Director of Finance position.

Finance Intern of Museum's Director of Finance and Administration

09/2018 – 12/2018

- Researched the market to inform managerial decisions in relation to museum hours and admission fees.

IFF Panama/International Film Festival of Panama | Panama City, Panama

03/2018 – 06/2018

Administrative Intern

- Contributed to Festival events and took the initiative in creating and maintaining positive relationships.

WFSU Public Media | Tallahassee, FL

10/2016 – 12/2016

TV Host/Writer

- Wrote and delivered scripts on camera for the TV Program "University Update on 4FSU".

Manny Vallarino LLC | Global

01/2015 – Present

Creative Producer

- Portfolio includes essays, song lyrics, song recordings, live performance experience, and a book of short fiction.
- Inspire and lead global, multicultural teams in person and online to produce meaningful creative work.
- Negotiate and manage contracts, fees, timelines, and deliverables, while prioritizing relationships.
- Research, study, and understand different areas of the entertainment industry from several perspectives.

EDUCATION

Carnegie Mellon University | Pittsburgh, PA + Los Angeles, CA 08/2018 – 05/2020
Master of Entertainment Industry Management

Florida State University | Panama City, Republic of Panama 02/2018 – 06/2018
Certificate in Project Management

Florida State University | Tallahassee, FL 05/2013 – 12/2017
Bachelor of Science in Accounting

COURSES

Harvard Law School Executive Education—Online

- Global Program on Negotiation

CRTV—Beijing, China

- Digital TV Broadcasting Techniques for Developing Countries

Florida State University—Tallahassee, FL

- Rhetoric
- Writing and Editing in Print and Online

Carnegie Mellon University—Pittsburgh, PA + Los Angeles, CA

- Entertainment Economics
- Writing for Creative Industries
- Designing Narratives Across Media
- Entertainment Research
- Production & Leadership
- Digital Innovation & Entrepreneurship

LANGUAGES

English—Native | Spanish—Native | French—Professional | Portuguese—Professional

MORE

Worked on the Spanish translation of *Your Music and People*, a book by tech entrepreneur Derek Sivers.

Writer with published works in English and in Spanish.

Lifelong, fast learner with experience learning languages, processes, skills, and systems.

Public speaker and presenter with experience on camera and in front of live audiences.