

Manny Vallarino

Creative Professional

mannyvallarino.net | manny@mannyvallarino.net | [linkedin.com/in/mannyvallarino](https://www.linkedin.com/in/mannyvallarino)

Creative Industry Experience

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

Analyst, Project Management, Operations & Finance

06/2022 – 12/2022

- Co-managed the complex integration project for Som Livre, a Brazilian record label acquired by Sony Music.
- Learned the Brazilian Portuguese language to fluency in 2 months to better communicate with Brazil team.
- Managed and communicated with integration team of 50+ high-performers from varying organizational levels.
- Helped drive project Phase 1 from 10% completion to 100% in 8 months, overseeing 62,000+ hours of work effort.
- Created a preliminary project plan for Som Livre integration Phase 2, the final phase before completion.

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.
- Communicated with colleagues to solve vendor, account, process, or system issues in relation to payments.

Finance Intern

05/2019 – 08/2019

- Wrote the "Sony Music Latin-Iberia Finance Staff Training" manual to guide new Finance staff in their duties.
- Prepared expense reports for executives across the Latin-Iberia region.

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".

Creative Entrepreneurship

Manny Vallarino LLC | Global

01/2015 - Present

Creative Producer

Produced works available at mannyvallarino.net

- Productions include essays, songs, live shows, scripts, videos, a book of short fiction, and more.
- 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 creative industries from several perspectives.
- Prospect and pitch to potential clients and collaborators in various countries and industries.
- Create, design, and maintain professional branding, website, and online presence.

Co-translator for *Your Music and People*, a book by Derek Sivers

06/2018 – 07/2018

- Worked on the Spanish translation of this creative marketing book from Derek, founder of CD Baby.

Foundational 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 + Minor in English

Continuing Education

Harvard Law School Executive Education—Online

Global Program on Negotiation

CRTV—Beijing, China

Digital TV Broadcasting Techniques for Developing Countries

I love to learn and teach! My Lessons are available at mannyvallarino.net/lessons

Technology

MS Project, MS Power BI, MS Power Apps, MS Office, Adobe Premiere Pro, Final Cut Pro X, Logic Pro X, SAP, Wordpress, Payment Requisition, Metadata Software, Licensing Software, Final Draft 11, MuseScore, ChatGPT, Canva Pro, and more.

Languages

English—Native | Spanish—Native | French—Professional | Portuguese—Professional | Now studying Italian

More

Skilled writer with experience in print and online.

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