

Yvonne Reid
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Tenacious, dependable, detail-oriented operations leader adept at troubleshooting issues by building strong relationships. A team player who takes initiative to reduce costs through forecasting and meticulous oversight of multi-million dollar budgets. Consistently goes the extra mile to ensure all projects meet deadlines and stay within budget.

Experience

The Studio Fund - Yonkers, NY

2022 - 2023

HR & Administration Manager

- Conceived, formulated, and implemented all human resources strategies in alignment with changing labor laws and regulations
- Assured high employee engagement and a positive work culture through guiding and leading career development programs, successful conflict resolution strategies, and fulfillment of HR-related matters
- Led full recruitment process from sourcing to onboarding
- Led and managed the migration of accounts payable to Bill.com
- Managed the end-to-end payroll processes in a timely manner including resolving discrepancies, maintaining accurate financial records, and being compliant with local regulations
- Directed all employee benefit programs such as health insurance and retirement plans to secure seamless enrollment and administration
- Managed the migration from ADP Run to ADP Total Source
- Utilized effective HR data collection to streamline and elevate all internal systems and procedures

International Academy of New York - New York, NY

2021 - 2022

Business Manager

- Manage the daily business operations of the school, including tuition, payroll, accounts payable/receivable, technology, maintenance, security and food service.
- Effectively budget and plan for the school's expenses and prepare funding requests as needed.
- Responsible for all licenses and certifications necessary for operation of the school and school program with various city and state agencies (NYSED, NYC DOH/DOE).
- Liaison with school's counsel and insurance agents regarding all legal and risk management.
- Collaborate with the Head of School on all human resources matters for an effective team.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty, staff, parent and trustees.
- Lead the annual financial and 401(k) plan audits and filings of tax returns.
- Oversee and negotiate all facilities rentals and events.
- Serve as a member of the Finance Committee and Financial Aid Committee.

WarnerMedia (HBO MAX-TBS-TNT-truTV) - New York, NY

2016 - 2021

Production Manager

- Led the payment process of 60+ original programs and their multi-million-dollar accounts
- Confirmed vendor delivery of contracted services
- Verified payment requests and processed of 500+ invoices
- Maintained relationships with critical vendors through daily inquiries and problem resolutions
- Managed 50 million monthly budgets and contracts to guarantee timely deliverables

Operations Manager

2011 - 2016

- Supervised the operations of editing resources for a staff of 7+
- Liaised with the Creative Services team to manage seamless editing projects
- Negotiated rates and terms of use with outside post-production facilities
- Hired and onboarded all freelance editors and audio professionals
- Trained and educated departments on new accounting software

Court TV

Director of Production Finance

2000 - 2010

- Oversaw \$1-million production budget, including tracking and reconciling all production costs

- Implemented new processes and procedures for production finance department
- Aligned all finances for original programming, coordinating with legal, finance, and production departments
- Trained and coached analysts and staff in forecasting, cost assessments, and departmental procedures
- Prepared annual budgets for senior management, handling inter-departmental finance requests
- Led contract payments and schedules for production vendors; Affirmed proper authorization and classification of invoices
- Analyzed year-over-year budget costs and expenses to create accurate forecasting and budgeting

Education: Fielden Park College – BA – Business Administration -- Manchester, England

Software skills: Microsoft Office Suite / Ariba / People Soft / QuickBooks