GEORGINA S. REID

39 1st Street, apt 1
Hackensack, NJ 07601
(201) 472-5870

GEORGINA.S.REID@GMAIL.COM

OBJECTIVES: LOOKING FOR System Integration Professional Position

Key Skills

- Social Media Marketing
- Team Management
- Project Management
- Music Industry Knowledge
- Event Management
- Communication
- Financial Management
- Leadership Skills
- Organizational Skills
- Problem-Solving

SONY MUSIC ENTERTAINMENT **New York, NY**
Royalty Client Services ***March 2023- February 2024***

- **Internal Team Coordination**: Work with internal teams to ensure seamless operations.
- **Royalty and Copyright Licensing Advice**: Advise clients on royalty and copyright licensing according to contract terms.
- **Vendor Updates and Compliance**: Update vendors by contract terms and ensure compliance with SME regulations.
- **Client Inquiries and Documentation**: Research and follow up with clients to gather necessary information and documentation to meet service needs and ensure compliance with SME processes.
- **JIRA Issue Tracking**: Perform initial reviews of inquiries and requests in JIRA, ensuring all relevant information is coded and routed to appropriate stakeholders.
- **Global Cash-Out Requests**: Administer and direct approval requests to record labels and foreign affiliates, ensuring complete reviews and proper documentation of final status.
- **Artist Portal Maintenance**: Ensure data integrity and performance by managing royalty information interfaces and maintaining acceptable response times for a positive user experience.
- **Royalty Inquiries Analysis**: Provide first-level analysis of royalty inquiries and escalate complex issues to Royalty Operations when necessary.
- **Client and Vendor Contact**: Ensure optimal client satisfaction and efficiency and served as the first point of contact for client inquiries and vendor change requests received through telephone, email, and fax.
- **Legal Research and Document Preparation:** Conducting research on IP laws and drafting, reviewing, and revising licensing agreements and legal documents.
- **License Agreement and IP Portfolio Management:** Assisting in drafting, negotiating, and managing IP license agreements, and ensuring proper maintenance of IP rights.
- **Due Diligence and Compliance Monitoring:** Conducting due diligence investigations, preparing reports, and monitoring licensee compliance with agreement terms.
- **Case Management and Litigation Support:** Managed case files, tracked and kept deadlines, and assisted in IP litigation preparation and support.
- **Communication and Administrative Tasks:** Corresponding with clients and stakeholders, maintaining databases, and assisting with billing and invoicing related to licensing agreements.
- **Telecommunications and scheduling**: Organizing telecommunications, scheduling meetings, and coordinating events
- **Calendar and billing**: Maintaining calendars, monitoring court dates, and supporting revenue generation through billing and invoicing, ensuring confidentiality

LOIS LAW FIRM **Paramus, NJ**
NJ WC Paralegal *November 2021 - January 2023*

- **Legal research**: Conducted in-depth legal research using databases, law libraries, and online resources to gather pertinent case specifics.
- **Case preparation**: Assist attorneys in case preparation, organizing and summarizing documents, and evidence, and conducting witness interviews.
- **Litigation support**: Provide litigation support by preparing exhibits, attending court sessions, and managing case files
- **Document drafting**: Drafting and editing legal documents including pleadings, motions, briefs, contracts, and agreements.
- **Document review**: Reviewed legal documents for accuracy, and compliance with laws, and made necessary revisions.
- **Regulatory research**: Researched state and federal regulations, and stayed updated on changes impacting clients.
- **Compliance audits:** Assisted in compliance audits for clients, preparing reports with findings and recommendations.
- **Record and Data management:** Managed accurate client data records, case files, and legal documents, ensuring confidentiality.Utilized legal practice management software for data management and implemented systematic filing systems for easy access.

International Youth Fellowship (NJ Volunteer) **Teaneck NJ**
Associate of Youth Development and Community Engagement *2019-Present*

- **Event strategies**: Developed and executed impactful strategies with the director and board members to significantly enhance community engagement and impact.
- **Stakeholder relationships**: Cultivated and maintained robust relationships with stakeholders to advance organizational objectives.
- **Event planning and coordination**: Planned and coordinated large-scale events, including community performances, seminars, conferences, and meetings across various venues in New Jersey and NY such as NJPAC, Newark Symphony Hall Cure Insurance United Palace Theater in NY.
- **Administrative management**: Managed and directed administrative aspects of event planning, such as contract negotiations, fee collection, and event bookings.
- **Donations and sponsorships**: Handled communications related to donations and sponsorship opportunities, engaging with Fortune 500 companies through letters, emails, meetings, and phone calls. (*Walmart, Chick-fil-A, Panda Express, Target, BJ's, Costco, Horizon Blue Cross and more).*
- **Communication with officials:** Contacted public and state officials via calls, emails, and mail.

International Youth Fellowship (NJ Volunteer) **Teaneck NJ**
Public Relations Coordinator *2011-2019*

- **Social media marketing plan:** Developed and executed Facebook and Instagram strategies.
- **Promotional events:** Organized and attended press conferences and exhibitions.
- **Client information and PR updates:** Provided clients with campaign progress and opportunities.
- **Liaison with stakeholders:** Coordinated budgets, timelines, and objectives.

Ultra Artists **Morristown, NJ**
Artist Representative *August 2020 - November '20*

- **Band representation**: Represented a roaster of 12 tribute and cover bands in the U.S.
- **Tour routing:** Created routing in the New England and Midwest states for various bands for their 2021 live music tour.
- **Networking and planning**: Networked online conferences, webinars, live music venues, theatres; concert halls owners, and managers plan.

The New Jersey Symphony Orchestra **Newark, NJ**
Social Media and PR Intern ***January 2019 - May '19***

- **Campaign marketing:** Marketed NJSO campaigns via multiple platforms.
- **Administrative support:** Assisted with education, community engagement, and marketing.
- **Youth orchestra development:** Collaborated on youth orchestra programs.
- **On-site supervision:** Supervised Newark schools and NJSO musicians.
- **Event involvement:** Participated in practices, events, and rehearsals.
- **Ticket sales:** Researched and called patrons to boost sales.

Education

Pursuing a Master's in Music and Music Education
Teacher's College of Columbia University
NY, NY 2024

B.A Music Business and Entertainment
William Paterson University
Wayne, New Jersey 2019

A. A Vocal Performance Arts
Bergen Community College
Paramus, New Jersey 2017

Computer Skills

Proficient in MS Office Suite (Word, Excel, Outlook)
Proficient in Google Suite
Proficient in Mind Education and Training
Proficient Jira

Recommendations

Available upon request