

EMPLOYMENT

MULTI MUSIC & MEDIA GROUP, LLC., North Bergen, NJ

1/06 - PRESENT

Owner/Clearance Consultant/Creative Director/Contractor

- Rights and Clearances Manager/Coordinator on a freelance/consulting/contract basis.
- Review and negotiate clip licenses, materials releases, photo releases, and other agreements involving third-party properties. Negotiate rights with copyright owners of third-party materials.
- Conduct proactive research in finding top-notch, independent writers/producers and artists and license their music to third-party entities for placement in their programs/projects/productions. Screen, evaluate and recommend new music to third-party vendors.
- Review and interpret incoming music cue sheets, related licenses and agreements for accuracy and resolve discrepancies with third-party and in-house producers. Assist in post-production related duties, such as providing artist/writer/publisher info for cue sheets.
- Assist producers and composers with the preparation and electronic submission of music cue sheets.
- File copyright registrations.
- Encode metadata, load, and remove tracks to and from hard-drives and FTP server on a regular basis.
- Interpret music licenses/agreements and reviewing ASCAP, BMI and SESAC royalty statements. Further pursue collections and discrepancies through ASCAP/BMI if necessary.

NBC Universal, New York, NY

7/08 – PRESENT

Administrator, NBC News Rights & Clearances (Contract)

- Implement and maintain rights and clearances for all third-party materials used in Network programming for The Today Show, NBC Nightly News, Discovery and other series produced by NBC Peacock Productions.
- Record and track rights information for NBC News programming to ensure budgets are maintained and new media areas are kept updated.
- Review and negotiate clip licenses, materials releases, photo releases, and other agreements involving third-party properties. Negotiate favorable rates with copyright owners of third-party materials.
- Research restrictions on past agreements or releases and draft new agreements, Draft and revise agreements to conform to negotiated terms in order to clear the necessary rights for materials included in NBC News programming, secure licenses to then execute contractual agreements.
- Created and maintain a Departmental Licensor Rates/Contact list by self-imposed initiative.

VIACOM, INC., New York, NY

4/08 – 7/08

Litigation Support Supervisor (Contract)

- Research various Rights/Clearances/Copyright issues in digital content uploaded through third-parties users on the internet.

SHOWTIME NETWORKS, INC./The Smithsonian Channel, New York, NY

11/07 – 4/08

Rights/Clearance (Contract/Temp)

- Implement and maintain rights and clearances for all third-party materials used in Network Programming (including in-house and outside production company material).
- Coordinate with Marketing and Promos for promotional materials for allowable usages in print, on-air, online/website and the like.
- Review rights bibles, shot sheets, music cue sheets, and other rights documents/agreements and contracts for production.
- Negotiate deals to get the most favorable rates and offer alternative sources and materials for all requests which are not clearable.
- Perform rights management functions and set up processes to bring the Rights & Clearances department into a functional resource for The Smithsonian Channel and Smithsonian Networks.

SONY BMG MUSIC ENTERTAINMENT, New York, NY

5/07 – 12/07

Project Manager, Global Digital Business Group (Consultant)

- Project Manager with a focus on digital anti-piracy to oversee monitoring and enforcement program to detect and remove infringements on social networks and related sites.
- Work with social networking sites and appropriate internal departments to establish criteria and maintain and enhance filtering tools that detect infringing content.
- Collect and analyze data output from internal and third-party filtering or auditing.
- Coordinate with legal, copyright, business development and operations EVP's/VP's to ensure methodologies are within parameters of contracts, DMCA, data feeds, etc.
- Work with trade groups for identification of similar sites to focus on or to monitor for infringements.

VAULT MUSIC SERVICES, Jackson Heights, NY (Consultancy from home)

3/07 – 5/07

- Researched writer/publisher/label information in efforts to clear 10,000 ring tones for web client.

33rd ANNUAL PEOPLE'S CHOICE AWARDS, Los Angeles, CA

11/06 – 1/07

Clip Supervisor/Clearance Coordinator

- Researched and facilitated incoming clips from film studios, record labels, and production houses for use in Nomination packages, in preparation for the 2007 PCA broadcast on CBS.
- Prepare written license and permission requests. Reviewed and negotiated clip licenses, synchronization licenses, master use licenses, photo releases, talent releases and other agreements involving third-party properties. Negotiated favorable rates with copyright owners of film, television and video footage, and secured rights for material included within the 2007 People's Choice Awards.

SONY BMG MUSIC ENTERTAINMENT, New York, NY

3/06 – 11/06

Copyright Analyst, Digital Media (Consultant)

- Worked closely with the Director of Copyright in Digital Media to work on high-profile digitization of long-form video project. Managed two interns to assist in completing the task.
- Worked closely with Digital Operations Group in fielding and researching all digital clearance requests and inquiries for long-form Video by researching artists Recording Agreements with Sony and/or BMG labels and licenses to determine rights granted. Worked with these groups to ensure all materials are cleared properly and in a timely manner.
- Prepared written license and permission requests. Negotiated favorable rights and secure synchronization, mechanical and performance rights for music used within video.

FUSE NETWORKS, LLC, New York, NY

1/06 – 3/06

Production Assistant/Coordinator, Media Rights & Licensing (Consultant)

- Support the efforts of the Media Rights & Licensing in establishing a new department and its processes within Fuse Networks that deals mainly with media rights for Broadcast and New Media.
- Work closely and communicate regularly with my client groups, Production, Promos, Production Management and New Media Groups in fielding and researching all clearance requests and inquiries, by researching copyright ownership of third-party materials and artist agreements, licenses and contracts to determine rights granted. Work with these groups to ensure all materials are cleared properly and in a timely manner. Educate production on rights and clearances and proactively suggest cost-saving options and alternatives for problematic and costly materials.
- Prepare written license and permission requests. Negotiate favorable rates and secure rights for material (music & other media such as film, footage, books, magazines, record label content, graphics, photos, artist/talent management) included within Production. Record and track rights information for Fuse Networks programming to ensure budgets and rights analysis for New Media are met, Review and track guest/performer releases, music cue sheets and show logs. Report discrepancies back to the appropriate Producers and follow up with them to insure proper completion.

MTV NETWORKS, New York, NY

10/03 – 1/06

Sr. Coordinator, MTV Music & Media Licensing, MTVN Business and Legal Affairs

- Worked closely and communicate regularly with Production, Production Management and within the Business and Legal Affairs departments. Advised producers on potential legal risks for projects ranging in production areas from news, music development and special event productions (i.e. TRL, DFX, Hits, Video Music Awards, Hard Rock Live, MADE, MTV Movie Awards, Unplugged, etc...)

- Recorded and tracked rights information for MTV Networks (hereafter known as “MTVN”) Programming to ensure budgets are maintained and new media areas are kept updated.
- Reviewed and negotiated clip licenses, synchronization licenses, master use licenses, materials releases, guest/performance releases, photo releases, talent releases and other agreements involving third-party properties.
- Negotiated favorable rates with copyright owners of film, and secured rights for material (music & other media) included within MTV Productions.
- Researched restrictions on past agreements or releases and drafted new agreements, Drafted and revised agreements to conform to negotiated terms in order to clear the necessary rights for materials included in MTVN programming, secure licenses to then execute contractual agreements.
- Served as MTV Network’s “Music Taskforce” leader by being the central repository and source of Major and Indie label distribution agreements and other music-related information.
- Managed the Department Assistants and trained them into becoming an intricate part of the “Music Taskforce” and helped them achieve the next level in their career path.
- Developed blanket deals with music libraries and took steps to improve the costs involved with licensing.
- Pitched new music to Associate Producers, Music Supervisors and other Producers and assisted in placing tracks within all areas of MTV Networks, including all of their subsidiary companies.

MTV NETWORKS, New York, NY

1/01 – 10/03

Coordinator, VH1 Music & Media Licensing, MTVN Business and Legal Affairs

- Negotiate favorable rates and secure rights for material (music & other media) included in programming/projects produced by VH1 Series & Specials, East Coast Development.
- Work closely and communicate regularly with production, production management and within the business and legal affairs department. Record and track rights information for MTVN Programming to ensure budgets are maintained.
- Negotiate licenses and permissions with copyright owners of film, music, books, magazines, record label content, artist management, etc, Draft and revise agreements to conform to negotiated terms in order to clear the necessary rights for materials included in MTVN programming, secure licenses to then execute contractual agreements.
- Act as the VH1 team’s “internal music taskforce” by being the central repository and source of Major and Indie label distribution agreements and other music-related information.
- Develop blanket deals with music libraries and take steps to improve the costs involved with licensing.

CHUBB COMPUTER SERVICES, North Brunswick/Iselin, NJ

Recruiting Assistant, Professional Resources Division (5/99 - 4/00)

8/98 - 12/00

- Reviewed resumes, prescreened candidates for Top Gun training program. Supported the recruiting efforts of two technical recruiters: Formatted resumes and prepared contracts, developed and maintained communication with candidates, assisted in maintaining database, generated research and tracking reports.

Student Services Coordinator, Education Department (9/98 - 5/99)

- Acted as liaison between school departments and State agencies; enforced state regulations and procedures according to Accreditation Bureau standards.

BROADCAST MUSIC, INC., New York, NY

3/97 - 7/98

Royalty Administrator, International Department

- Investigated and resolved issues relating to BMI’s foreign royalty distribution. Conducted re-allocation of royalty credit and debit adjustments, Researched songwriter and music publisher inquiries and performed various financial analysis.

EDUCATION and OTHER ACCOMPLISHMENTS

Montclair State University, Upper Montclair, NJ BA, Political Science, 1996; Minor: Pre-Law; Recipient of Music Scholarship Award, **Student Government Association** -Co-founded University's Supreme Court Justice System

COMPUTER SKILLS

MS Office Suite (Incl. MS Outlook, MS Access), Windows Vista/NT/XP/00/98/95/3.1 environment, Intranet/Internet, IBM AS400; JD Edwards, PC Docs, Mac OS X (MS Office Works), RMS (Rights Management System), PTS, MVA, Avid iNews, Comprehensive knowledge in researching ASCAP/BMI/SESAC and other tools that play an intricate role in music research.

References furnished upon request