

# HELEN LANE

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**OBJECTIVE:** Seeking a **Chief Operations Officer/Chief Executive Officer** position in the **Entertainment Industry**

## **QUALIFICATIONS:**

- ! Over **25 years** experience specializing in new business development, strategic planning, re-engineering operations and management in the Entertainment Field.
- ! Excellent negotiating and interpersonal communication skills; relate well with, senior executives, vendors, customers, co-workers and people from diverse cultural backgrounds. Fluent in Italian.
- ! Seasoned professional, decision-maker and motivational leader, with a track record of meeting corporate objectives in a diverse and international marketplace.
- ! Successfully developed and currently maintain valuable professional relationships with industry contacts and constituencies.
- ! Strong troubleshooting skills; able to identify operational or personnel issues and resolve them efficiently.
- ! Knowledgeable in entertainment industry procedures as well as evaluating operational infrastructures and implementing appropriate improvements.
- ! Strong organizational skills; thrive on tight deadlines and in high pressure environments.
- ! Experienced in human resources management, including; interviewing, training, motivating and supervising personnel; Identify and utilize individual strengths and talents to build effective teams.
- ! Self-Motivated... Dedicated... Pro-Active... Determined... Intuitive.

## **EXPERIENCE:**

1993 to Present SONIC PICTURES, INC. Culver City, CA

### **Vice President**

Responsible for overseeing the global distribution, asset management, post production and customer service divisions for SPE's global operations with offices in over 67 countries. Ensure that the company's 3 million in television and motion picture assets are vaulted and controlled in protected environmentally controlled infrastructure. Directly develop and supervise 173 employees at all levels.

- < Reduced costs by \$4 million through renegotiating manufacturing contracts.
- < Generated \$100,000 in new business within a year by establishing third-party revenue.
- < Performed as a key member of the senior management team which developed strategic goals and objectives for the division's five-year plan.
- < Increased production output, reduced manufacturing costs and shortened delivery time to market.
- < Oversee a \$120 million annual manufacturing/operations budget.

1993 to Present SONIC PICTURES, INC. (continued)

### **Vice President**

- < Established goals and vision as well as developed a united team of highly focused professionals dealing with daily business operations.
- < Implemented human resources compensation strategies and operational enhancements.
- < Employed Total Quality Management concepts to direct, organize and establish priorities

for international departments.

- < Directly involved in saving the company \$4 million through the creation and initiation of a procedure to strategically evaluate information technology and user teams responsible for developing a global asset management production and distribution system.
- < Began as Executive Director of customer service and within one year became V.P. and General Manager of operations in N.Y., promoted to present position and relocated to L.A..
- < Researched and implemented Process Genius policy and procedure software, allowing audio/video clips and training modules.

1975 to 1993

VIADOME INTERNATIONAL

New York, NY

1989 to 1993

**Supervisor**

Directed a staff of 10 in domestic operations that included the delivery of television and motion picture product to 900 broadcasters throughout the United States. Communicated with sales regarding new contracts and customer delivery requirements. Managed a \$1 million manufacturing budget. Negotiated with vendors on pricing, reviewing of invoices and approving manufacturing of video copies.

- < Selected to participate with other senior executives in developing a company-wide sales and distribution system.
- < Established a distribution system for cash, barter and basic cable programming.
- < Directed operations for the conversion from manual to automated systems.

1984 to 1989

**Manager**

Managed a staff of 10 administrative and 10 scheduling personnel as well as oversaw a manufacturing and operating budget. Reviewed and approved vendor contracts and invoices.

- < Established and managed satellite coordinates for programs such as ARosanne, @ACosby@ and other syndicated shows.

1988 to 1989

BOND SERVICES, INC.

Elmwood Park, NJ

**General Manager**

Responsibilities included managing a staff of 50 union employees in the distribution of film for major studios such as Warner Bros., Fox, Viacom International and Lorimar.

- < Evaluated the viability of operations and provided recommendations regarding improvement or disposal.
- < Reduced overhead 20% by analyzing staffing requirements and implementing changes.
- < Reduced warehouse and production costs by 30% in the first year by implementing efficient processes.
- < Negotiated with the Union to freeze salaries in order to keep operations running.

**EDUCATION:**

SONIC PICTURES

Los Angeles, CA

**Situational Leadership, Customer Service, Time Management and Marketing, Managing within a Matrix Environment**

VIADOME

New York, NY

**Interpersonal Skills**