

ANTONIA ABIOLA

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Profile

Accounting and Operations Professional with more than 10 years experience managing accounting departments; supporting and coordinating senior management projects; liaison between management, field sales, clients, and vendors in the media and production industry for domestic and international organizations.

Professional Experience:

Accounts Payable Professional

DL Ryan Companies, LLC, Wilton, CT

2006-Present

Independent agency providing services such as direct, interactive, promotional and retail marketing services

- Manage foreign and domestic payables for media and marketing vendors ranging from mid size corporations to fortune 500 companies, RR Donnelly, American Broadcasting Company, Viacom, ESPN, Ballantine Corporation and Encore National; monthly disbursements ranging from \$1 million to \$10 million plus in US as well as foreign currency.
- Responsible for the development (MS Access) and maintenance of the media vendor database for tax purposes. Organize 1099's tax reporting for end of year distribution.
- Audit invoices and match to purchases orders or media insertion orders for quality control purposes. Validate contract terms and conditions to ensure a vendor has not modified ownership terms of graphic designs or research studies conducted in behalf of clients before the legal department's final review and approval.
- Assist the corporate controller in the development and maintenance of the Accounts Payable Policies and Procedures manual for the department. Train account and program managers using the Accounts Payable Policies and Procedures as well as support them during contract negotiations.
- Collaborated with Marketing Services Vice-President in negotiating 200K contract between vendors and divisions within organization.

Accounts Payable Specialist

RT Vanderbilt, Inc., East Norwalk, CT

2005-2006

92 year old company selling more than sixty categories of minerals and chemicals, made up of over 800 products, to twelve different industries: rubber, plastics, petroleum, paint, paper, pharmaceutical, agricultural, ceramics, adhesives, wire and cable, cosmetics, and household products

- Managed \$ 50 million in annual disbursements for a privately owned chemical corporation including vendors, such as DuPont and Avon. Identified savings of \$1 million per year by managing payment schedules and negotiating discounts with vendors.
- Managed domestic and international vendor accounts of approximately \$1 – 5 million beginning with the competitive bidding process, negotiating contracts and evaluating vendor performance on a quarterly basis for buyers.

Bookkeeper/Office Manager

Muscular Dystrophy Association, Inc., Miami, FL

2000-2001

Also known as "Jerry Kid's" is a non-profit organization founded in 1966 to combat muscular disease that affects the nervous and muscular system in children and adults. MDA is national known for its annual Telethon on Labor Day to raise money to assist those who have been effect with muscular disorder.

- Assisted with the coordination and management of local television station in Miami Dade County for the nationwide annual televised Labor Day Telethon. Accounted for the pledges and submitted documentation to National MDA Office.
- Organized the distribution of fundraising program materials for the Miami Dade County. Collaborated with local Fire Fighters, schools and restaurants to conduct fundraising events such as Boot Drive, Shamrocks, Hop-a-Thon and Bailouts. Responsible for the accounting and depositing of donations from various fundraising events.
- Analyzed and prepared weekly cash flow reports of pledges and donations for national and regional offices for the current year and compared the results to previous year's performance. Worked with program coordinators to develop budget reports for each fundraising event and provided updated monthly forecasts to the district office.

Bookkeeper/Office Manager/Production Accountant

EchoBridge, Inc., Miami, FL

1997- 1999

An independent multimedia, graphic design, internet corporation and producer of the independent feature film "Landfall" starring Francis Sternhagen, Jean Louise Kelly, and Josh Hamilton.

- Managed \$ 300 million independent feature film "Landfall". Managed payroll, payroll taxes and pensions for executives, employees, and cast and crew of "Landfall" in conjunction with Screen Actor's Guild and Director's Guild of America.
- Managed the allocation of funds to the production of "Landfall". Collaborated with directors and producers in preparing financial reports. Coordinated with management, investors, lawyers, and actors for all financial and contractual aspects of the production.
- Prepared financial reports for a \$250 million grant from the National Mental Health for the development of interactive domestic violence CD. "Trying to Get Some Dignity," a documentary concerning sexual and emotional abuse based on the book by Pulitzer Prize winning author Richard Rhodes (The Making of the Atomic Bomb).
- Developed an employee handbook for the firm's three locations including Massachusetts, Florida and California. Handbook covered state laws, company policies and procedures and human resources policies and procedures.

Education:

Roger Williams University, Bristol, RI

2006

Bachelor of General Studies, Minor in Business Administration

Fairfield University, Fairfield, CT

2006

Intermediate Accounting II: Financial accounting theory and concepts; financial statements in conformity with GAAP; balance sheet valuation and income measurement issues, special topics such as earnings per share, accounting for income taxes, leases, cash flows, and financial statement analysis.

Hobbies: Enjoy reading, painting, and aerobics

References: Furnished Upon Request