

AKIA SQUITIERI

2880 Bailey Avenue, Bronx, NY 10463 | (H) 9178158765 | (C) 9178158765 | akiasquitieri@gmail.com

Professional Summary

A Business Management & Human Resources Professional with 20+ years in recruiting, training, organizational development and public speaking. A dynamic leader, team player and motivator, bringing an innovative approach to human resources & management while creating a team-driven environment that fosters room for development and growth.

Skills

- Team building
- HIPAA compliance
- Workers' compensation Mgmt
- In-depth knowledge of HR Compliance
- Compensation and benefits
- On-boarding & termination procedures
- Trained in FMLA/ADA/EEO/WC
- Accounts payable and receivable
- Project management
- Budgeting and finance
- Customer relations
- Personnel management
- Talented multi-tasker
- Exceptional Organization
- Mediation & Employee Relations

Work History

Company Manager 10/2007 to Current

Blue Man Group NY - New York, NY

Reporting directly to General Manager with focus on the day to day operations of the theatre & business functions including human resources, finance and box office sales. Manage employee relations issues, coordinate company wellness initiatives; maintain all benefits & pension programs, employee records; co-manage accounting and business practices as well as financial and sales goals; prepare financial statements and reports; ensure the accurate execution of payroll processing and staff development. Manage Full company meetings, implementation of new policies; create training & wellness programs, support special appearances & gigs, assist with cross production payroll training, implemented customer service department, handle audience complaints & issues, handle workers compensation & accident reporting. Lead all safety initiatives, on-boarding, acculturation, housing & travel. Supervised multiple departments including Company Management Team, Sales & Marketing Team & Box Office Treasurer, Theatre operations.

Associate Producer/Production Coordinator

01/2007 to 06/2007

Puerto Rican Traveling Theatre - New York, NY

Managed all aspects of Playwright's Unit 6 month production season. Produced the Staged Reading Series and INSIGHT 13 Repertory Series. Managed a 32 person production staff. Coordinated auditions & interviews for creative & technical staff. Managed Offer Letters, Hiring Negotiations & terminations of staff. Prepared contracts and all paperwork for Performers, Directors, and Design & Technical Staff. Worked closely with SSDC & Equity to ensure compliance. Responsible for all petty cash, expense and payroll check requests and distribution. Managed front of house & box office operations. Created and Implemented new production procedures and manual for staff. Managed publicity, postcard & Program design and production. Created & Implemented Intern Program. Coordinated rehearsal space logistics, scheduling & booking of space. Worked closely with Development Director to create grant proposals and project budgets for Insight 13 and the 2008 Season. Oversaw participation in the Ford Foundation's Good Neighbor Program. Created Production Resource database for PRTT and production staff. Created Press Database. Maintained Playwrights Unit Mailing list. Provided Detailed Closing Report & Paperwork for Production Season.

General Manager

02/2007 to 03/2012

FRIGID New York International Theatre Festival – New York, NY

Handled daily correspondence and assistance to Festival participants. Assisted with Obtaining Event Sponsorship/Material Donations, Recruiting & Managing Volunteer Festival team, Managed Box office Scheduling & Logistics, Daily Box office payouts to Festival Participants, Created Festival Procedures Manual & conducted Participant Orientations, Conducted Volunteer & Staff Orientations, Training and Manual. Managed day to day festival operations. Managed Street Team. Assisted with Pre-Festival Preparations. Provided detailed close of Festival Report.

Consultant

01/2000 to 10/2007

Atrium Staffing – New York, NY

Worked on various short & long term assignments, Administrative, Clerical, Human Resources and Financial. Complete list available upon request

Human Resources Coordinator

10/2003 to 06/2006

Pfizer Animal Health – New York, NY

Supported the Director of Organizational effectiveness in multiple functions including the coordination of the Annual Global Leadership Forum, E-Leaning, Multi National Teleconferences, Myers Briggs Training, Communications & Post Session Analysis. Managed the data integration of senior leadership into HRIS PeopleSoft system, coordinated presentations, data, and book compilation, production & distribution for all conferences, trainings and meetings, ran colleague & organizational reporting, researched, updated and maintained various resource, personnel and project listings, recorded & distributed conference meeting minutes, assisted HR directors & senior Leadership with Talent planning, succession and preparations for year-end talent reviews with PAH President. Assisted with e-communications and talent surveys. Coordinated travel, housing and calendars for executive team. Entrusted with high level

of confidential data management. Worked on numerous specialty projects & cross departmental coverage as needed.

Software Programs

Proficient PC User, MS Office Suite , Google Applications Platform

Types Aprox 80 WPM

Ticketing Systems: Eventbrite, Smarttix, Ovation, Vendini, Artfuly, Brown Paper Tickets, Vendini, Goldstar, TDF, Fever, Groupon, Living Social merchant systems, Ticketmaster knowledge

Financial Systems: MS Great Plains 8.0 & MS Dynamics, AS400, Intrepid, Evolution & Lawson

Payroll Systems: Ceridian: HPW, Time Integration, Dayforce

Perfect Payroll, Peoplesoft Financial

HRIS Systems: Pfizer Survey Administrator 1.0 & 1.5, Global Talent Management, Global Performance Management

Social Media Platforms: Twitter, Facebook, Instagram, Blogger

Crowd-sourcing Platforms: Indie Go Go

Intranet Management & Maintenance , Weebly & Wix Website Creation & Maintenance

Affiliations

Member Society of Human Resources Management

Certifications

- Red Cross AED, CPR & First Aid
- NY State Fire Guard