



Amy Heavisides

Business Operations Manager

Amy is the Business Operations Manager at Harris Energy Solutions after having worked for over twenty years in the producing and administration side of television. In her role at HES, she ensures that all operations run smoothly and adhere to quality standards. Amy is creating long-term plans and initiatives to help the company achieve its goals efficiently. She enjoys problem-solving, quickly identifying issues, and determining effective solutions.

Amy has a passion for the environment and enjoys being part of a company that is working to create a better world for future generations.



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[Amy Heavisides | LinkedIn](#)

EDUCATION

University of Connecticut

Bachelor of the Arts in Communication Sciences 2002

Bachelor of Arts in Journalism 2002

RELEVANT EXPERIENCE

- Ensures that all operations run smoothly and align with quality standards
- Creates long-term plans and initiatives to accomplish company goals efficiently
- Coordinates with other teams to implement strategies and cross-training efforts
- Develop and implement strategies to keep employees motivated and dedicated
- Creates presentations and communicates with executives about plans and strategies
- Identifies problems and determines effective solutions quickly
- Manages the staffing process, including recruiting, interviewing, hiring and onboarding
- Develops training materials and performance management programs to help ensure employees understand their job responsibilities
- Creates company HR policies

LICENSES, CERTIFICATIONS AND SKILLS

Skills:

- Software
 - Microsoft Office Suite, Adobe Pro, Google Workspace
 - DaVinci Resolve, Adobe Premiere, Final Cut Pro
 - Castus, Tightrope Media Systems
- Typing 85+ WPM