

KATHRYN PORTER

(973) 908-8518 | KATHRYNAPORTER.COM | [LINKEDIN](#)

WORK

kathrynporter.com

[Andre Wagner Studio Tour](#)
Senior Operation Mgr, Skillshare

[Emily Paluska Feature](#)
Senior Operation Mgr, Skillshare

[Mealtime the Musical Commercial](#)
Managing Producer, HelloFresh

[Meals with Mindy Web Series](#)
Managing Producer, HelloFresh

[Selena Gomez Feature](#)
Producer & Editor, iHeartMedia

[Lady Gaga Feature](#)
Producer, iHeartMedia
**Segment featured in Netflix
Original, Gaga: Five Foot Two*

SKILLS

Content Calendar Planning
Google Workplace
Airtable, Wrike, Asana, Monday
Studio Oversight, Video + Photo
Team Management
Process Development
Video Editing
Adobe Suite
DaVinci Resolve
Videographer: Canon, Sony

EDUCATION

**BACHELORS
RADIO TELEVISION**
University of Central Florida
2005–2009

EXPERIENCE

OPERATIONS LEAD / PRODUCER / EDITOR, CONTRACT

D'MARIE PRODUCTIONS // NEW YORK, HYBRID // 2021 - present

- Cross channel video editing and graphic production
- Remote Producer for branded and commercial projects
- Post Producer for feature documentary film, [Copyright Infringement](#)
- Field and Post Producer for series in development, releasing 2025

SENIOR OPERATIONS MANAGER

SKILLSHARE // NEW YORK, HYBRID // 2022 - 2024

- Cross team airtable admin and process development
 - Developed PO code tracking system for budget tracking
- Remote production oversight for captures across US
- Employee and contract management: onboarding, scheduling
- Forecast, program, and maintain YouTube Channel
 - +51% YOY Videos Published, 2022 to 2023
 - +29.7% YOY Subscriber Growth, 2021 to 2022

MANAGING PRODUCER

HELLOFRESH // BROOKLYN, HYBRID // 2019 – 2021

- Concurrently managed 20+ cross-channel projects
- Forecasting and planning brand and studio efforts, photo and video
- Oversight for photo review, retouching, and delivery for 300+ images a week including quality control monitoring of vendor
- Continuously streamlined video production processes
 - Established quick-turn video workflow
 - Increased video output 300% in under 12 months

PRODUCER / EDITOR

SHE MEDIA // NEW YORK // 2018 – 2019

- Researched, produced, and released trending short form content
- Utilized shared studio and equipment library for in-house captures

PRODUCER / EDITOR

IHEARTMEDIA // NEW YORK // 2015 – 2018

- Forecast and maintain Snapchat Discovery video calendar
- Assignment, editing, and delivery of 20+ videos a week
- Conceptualize creative concepts for artists and fans
- Produced remote and in-studio multi-camera captures

PRODUCTION MANAGER / SENIOR EDITOR

EDGEFACTORY // ORLANDO, FL // 2010 – 2015

- Employee and contract management: hiring, training, scheduling
- On-location post production lead and YouTube publishing