

# KATHRYN PORTER

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## WORK

[kathrynaporter.com](http://kathrynaporter.com)

[Andre Wagner Studio Tour](#)

Senior Operation Mgr, Skillshare

[Emily Paluska Feature](#)

Senior Operation Mgr, Skillshare

[Mealtyme 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