

# KATHRYN PORTER

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## WORK

### [kathrynporter.com](http://kathrynporter.com)

Full Portfolio

### [Mealtime the Musical Commercial](#)

Managing Producer, HelloFresh

### [Andre Wagner Studio Tour](#)

Senior Operation Mgr, Skillshare

### [Lady Gaga Feature](#)

Producer, iHeartMedia

*\*Segment featured in Netflix Original, Gaga: Five Foot Two*

### [Copyright Infringement](#)

Post-Producer, D'Marie Productions

## SKILLS

### Production & Operations

End-to-end Campaign Oversight  
Studio Oversight (Photo & Video)  
Content Calendar Planning  
Process Development  
Licensing & Usage Rights  
Budget Forecasting  
Rate Negotiation

### Technical & Post Production

Google Drive, Dropbox, BOX  
Adobe Creative Suite  
DaVinci Resolve  
Photo & Videography, Sony AS7

### Project Management & AI

Airtable, Wrike, Asana, Monday  
Google Gemini, Adobe Firefly

## EDUCATION

### BACHELORS, RADIO TELEVISION

University of Central Florida

## EXPERIENCE

### PROJECT BASED PRODUCER / EDITOR, CONTRACT

D'Marie Productions | New York, NY | Hybrid | 2021-present

- Produce remote and on-location shoots for various branded and commercial campaigns.
- Manage cross-channel video editing and graphic production workflows.
- Directed field and post-production for feature films and streaming docu-series, handling end-to-end project deliverables.

### SENIOR OPERATIONS MANAGER

Skillshare | New York, NY | Hybrid | 2022-2024

- Created a PO tracking system to forecast budgets and provide data-driven insights.
- Remotely directed on-location production logistics for crew and talent domestically and internationally.
- Supervised staff, freelance crew, and on-camera talent, overseeing onboarding, scheduling, negotiation of contracts, and usage rights.
- Managed YouTube programming and strategy, increasing video output by 51% and subscribers by 29.7% YOY.

### MANAGING PRODUCER

HelloFresh | Brooklyn, NY | Hybrid | 2019-2021

- Concurrently managed 20+ cross-channel projects, serving as lead producer for large-scale lifestyle and marketing campaigns.
- Directed photo review, retouching, and delivery workflows for 300+ images weekly, fully overseeing vendor quality control.
- Owned multi-million dollar annual budget for all video and photo post-production efforts.
- Streamlined production processes and established quick-turn workflows, successfully increasing video output by 300% in under 12 months.

### PRODUCER / EDITOR

SHE Media (Penske) | New York, NY | On-site | 2018-2019

- Produced and released trending short-form content, utilizing in-house studio setups and equipment libraries.

### PRODUCER / EDITOR

iHeartMedia | New York, NY | On-site | 2015-2018

- Produced remote and in-studio multi-camera captures, collaborating closely with high-profile talent and internal teams.
- Forecasted and maintained the daily video content calendar, ensuring timely delivery of fast-paced social campaigns.
- Managed the assignment, editing, and distribution of 20+ videos weekly, consistently meeting tight deadlines and hitting creative standards.