

Kathryn Porter

Producer / Editor

Highly adaptable producer with a track record of delivering seamless media projects from concept through completion. Expertise spans creative production management, content strategy, process optimization, and team leadership specializing in branded, commercial, and award-winning documentary projects.

(863) 221-0746

Maplewood, NJ

kathrynporter@gmail.com

[Linkedin.com/in/kathrynporter](https://www.linkedin.com/in/kathrynporter)

Experience

2020 - 2025

Head of Operations, Producer, Editor

D'Marie Productions, New York, NY

- Remote Producer, Branded and Commercial Projects
- Post Producer, feature documentary [Copyright Infringement](#)
- Field and Post Producer, 2025 series in development

Senior Operations Manager

Skillshare, New York, NY

- Cross-team Airtable admin and Process Development
- Remote Producer, Domestic and International Captures
- Contractor management: onboarding, assignment, oversight
- Forecast, program, and report analytics for YouTube Channel

Managing Producer

HelloFresh, New York, NY

- Concurrently managed 20+ cross channel projects
- Scheduling and oversight for two photo/video studios
- Photo Post Production Oversight, 300+ images weekly
- Created quick-turn video process with 300% output increase

Producer, Editor

iHeartMedia, New York, NY

- Forecast, schedule, and deliver Snapchat Discovery Videos
- Production Oversight for 20+ videos weekly
- Conceptualize creative concepts for artists and fans
- Studio and Field Producer for multi-camera captures

2010-2015

Production Manager, Senior Editor

edgefactory, Orlando, FL

- Contractor management: onboarding, assignment, oversight
- Field Producer/Editor, Domestic and International Captures
- Video distribution: enterprise video platforms and YouTube

Work

kathrynporter.com

Production Portfolio

Andre Wagner Studio Tour

Remote Producer, Skillshare

Copyright Infringement Trailer

Post Producer, D'Marie Productions

**2022 Audience Award Winner,
Brooklyn Film Festival*

Mealtime the Musical Commercial

Managing Producer, HelloFresh

Meals with Mindy Web Series

Managing Producer, HelloFresh

Lady Gaga Feature

Producer, iHeartMedia

**featured. In Netflix Original,
Gaga: Five Foot Two*

Key Skills

Creative Production Management

Studio Oversight, Photo & Video

Content Calendar Planning

Google Workplace

Airtable, Wrike, Asana, Monday

Contractor Management

Process Development

Video Editor: Premiere, Resolve

Education


**Bachelor of Art in Radio / Television
Production, minor in Cinema Studies**

University of Central Florida,
Orlando, FL

Kathryn Porter

Producer / Editor

Highly adaptable producer with a track record of delivering seamless media projects from concept through completion. Expertise spans creative production management, content strategy, process optimization, and team leadership specializing in branded, commercial, and award-winning documentary projects.

 (863) 221-0746

 Maplewood, NJ

 kathrynporter@gmail.com

 [Linkedin.com/in/kathrynporter](https://www.linkedin.com/in/kathrynporter)

Hello there!

What does your dream colleague embody? Beyond the bullet points of a resume, who is the person you want to work alongside to tackle any obstacle?

My bet is you want a seasoned professional who can keep a cool head and manage a cross-functional team, but also roll up their sleeves and get down in the trenches when needed. Someone who sees creativity as a force you can harness with the right attitude and logistics. And maybe someone who will help you put together your 90's themed baby announcement. Yes, that's my kid!

I pride myself on the diversity of topics I've explored across over a decade in the industry. From producing a meditation cooking commercial that remains a top performing spot, to orchestrating Lady Gaga meeting her biggest fan – an experience Gaga enjoyed so much, she included it in her Netflix documentary – I thrive on creating content that makes an impact.

I developed an internal video process during my time at HelloFresh, shifting them from a fully external agency model to always on in-house video production using available studio space all while managing schedules and resourcing for multiple studio locations, and various remote teams. I've developed cross team workflow efficiencies during my time at Skillshare, including but not limited to creating systems for confident and accurate budget forecasting, project tracking, and vendor oversight. During my time at iHeartMedia I programmed and assigned video for the Snapchat Discover platform - managing and delivering 20+ pieces of cross channel content weekly.

I would not only be a valuable asset to your team, but I would accomplish my tasks with a speed and efficiency not common to peers in my field. I'm confident directing teams of varying sizes, high profile talent and newcomers, and have ample experience doing so in a variety of environments, ranging from in-house production to on-location domestic/international captures.

I'm looking for a role where I can dig in and thrive. Thank you for your time considering my application, I look forward to speaking with you soon!

Warmly,



Kathryn Porter