

ALEXANDRA PORTER

POST-PRODUCTION

+44 7703 370155

alexandraporter.film@gmail.com

LI:@lexypfilm

London, UK

PROFILE

Strong interpersonal skills and high attention to detail with the ability to manage, troubleshoot, multitask. Experience with post-production workflow, NLE's, file formats, knowledge of colour science, QC methodology, theatre management, DCP mastering, Motion Graphics and Compositing. Adept at crafting compelling stories mastered for diverse digital platforms. Seeking a role to synergize and amplify these skills creatively and innovatively. Flexible by nature with a growth mindset.

RECENT EXPERIENCE

JUNIOR LOCALISATION PRODUCER (09/2024 - PRESENT)

Deluxe Media Entertainment

Full-Time

- QC Approval of Original Version Data: Ensure all feature film and trailer data is delivered, correctly filed, and meets Deluxe's operational standards.
- Identify Data Faults: Quickly highlight any issues in supplied data to Account Management and relevant departments.
- Create Detailed Reports: Develop comprehensive Insert Reports, QC Reports, and WIKIs for Client Services, Operations, Third Parties, and global Deluxe teams.
- Support Digital FX Team: Assist in identifying and obtaining additional elements needed for successful art-working and compositing.
- Prepare for Mastering: Quality check inserts and sections from external Graphic Houses before foreign version mastering.
- Verify Localised Proofs: Check localised proofs against received translations, ensuring accuracy before sending to Client Services or directly to clients for approval.
- Ensure Consistency in Renders: QC internally created localised renders against OV reference data and approved proofs, making necessary adjustments in collaboration with the DFX team.
- Finalise Content Services Output: Conduct final QC on downstream outputs, including HD SDR, UHD SDR, and UHD HDR, prior to delivery.

SKILLS

- EDITING
- ATTENTION TO DETAIL
- ORGANISATION
- COMMUNICATION
- PROJECT MANAGEMENT
- WORKFLOWS
- PREVISUALISATION
- TV & VIDEO PRODUCTION
- AUDIO PRODUCTION
- POST-PRODUCTION
- SOUND DESIGN
- CONTENT MASTERY
- DIRECTING
- QC
- TEAMWORK
- ADAPTABILITY
- DEADLINE MANAGEMENT
- SOCIAL MEDIA
- BUDGETING
- CONCEPT DEVELOPMENT
- STORYBOARDING
- ENCODING / TRANSCODING
- COLOUR GRADING & SCIENCE
- ADR
- DAVINCI RESOLVE
- ADOBE CREATIVE SUITE
- Premier Pro
- Rush
- Photoshop
- Media Encoder
- Audition
- After Effects
- DATA MANAGEMENT

FULL UK DRIVING LICENSE

POST-PRODUCTION COORDINATOR (08/2023 - 09/2024)

London Film Academy

Part-time & Additional Freelancing (FTE)

POST-PRODUCTION & AUDIOVISUAL SUPPORT

- Providing technical and/or operational support to the editors, Postproduction team, other staff members
- Management of media and projects on all relevant network locations and file delivery/viewing systems.
- Troubleshooting issues with media or the edit platform.
- Preparing sequences and media in advance of an edit.
- Playing out, packaging, and delivering assets from and to Edit, GFX and/or Audio.
- Carrying out basic Edit or GFX work as required.
- Locating missing materials/media.
- Managed logistics and bookings for edit, color grading, and sound studios.
- Reporting any technical problems to the Postproduction Supervisor and to relevant engineering teams.
- impeccable attention to detail is a must.
- Responsible for ensuring all operational procedures are followed.
- Prioritise and deal with certain queries as quickly and efficiently as possible.
- Analysed the workflow and proposed/reported anything that could be improved.
- Adopted new technologies to enhance post-production efficiency (e.g. Adobe AI Firefly, Davinci Resolve 19 IntelliTrack AI).

CONTENT CREATOR - MARKETING (FREELANCE)

- Revamping the LFA YouTube channel, increasing UX and SEO
- Manage and edit Marketing material such as camera footage, dialogue, sound effects, graphics and special fx to produce content in alignment with ASA guidelines

RECRUITMENT CONSULTANT (10/2021 - 09/2022)

Lawson Chase (Barcelona, Spain)

Full-Time

- Conducted online market research in global Economic & Litigation Consulting.
- Managed client relationships and recruitment.
- Negotiated timelines and salaries for optimal deals.

EDUCATION

FILMMAKING CERTIFICATE

London Film Academy

2023

INTO INDUSTRY PROGRAM

OTOXO Productions

2020-2021

MA VISUAL ANTHROPOLOGY

Distinction

University of Manchester

2018-2019

BA SOCIAL SCIENCES

2:1

University of Manchester

2015-2018

VALUES

INTEGRITY

INNOVATION

COMPASSION

OPEN-MINDEDNESS

CREATIVITY

INTERESTS

LIVE SPORTS

DOCUMENTARIES

CINEMA

ANIMATION

PAINTING (TRADITIONAL & DIGITAL)

SUSTAINABILITY

ANIMAL LOVER

PORTFOLIO



REFERENCES UPON REQUEST

RECENT FILMOGRAPHY

DIRECTOR & PRODUCER (07/2023 - PRESENT)

MISCELLANEOUS (NATHALIE'S STORY OF MS)

Ethnographic Documentary - *University of Tsinghua*

In collaboration with Artist Sarah Lucas & Tate Britain

1ST ASSISTANT DIRECTOR & PRODUCTION MANAGER (07/2023)

JUST SAY YES!

Rom Com Feature Film - *Proportion Productions*

1ST ASSISTANT DIRECTOR (06/2023)

BAD NUN 3

Horror Feature Film - *Proportion Productions*

PRODUCTION ASSISTANT (05/2023)

HOW I BECAME 2

Biographical Video Podcast - *Unity & Motion*

PRODUCTION ASSISTANT (05/2023)

BIG CATS

Horror Feature Film - *Black Coppice Films*

CO-DIRECTOR, CAMERA OPERATOR & EDITOR (2021)

LA LUCHA LIMPIA

Documentary - *OTOXO PRODUCTIONS*

BETEVÉ

DIRECTOR, CAMERA OPERATOR & EDITOR (2020)

PATHOS: THE ART OF LIFE

Ethnographic Documentary - *University of Manchester*

FAFF, Burning Man Multiverse, Sensory Arts Film Festival

DIRECTOR, CAMERA OPERATOR & EDITOR (2020)

TRUST YOUR SENSES

Ethnographic Documentary - *University of Manchester*

Sensory Arts Film Festival, Honorary mention: Experimental Forum

PORTFOLIO



REFERENCES UPON
REQUEST