

ALEXANDRA PORTER

POST-PRODUCTION

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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.

FULL UK DRIVING LICENSE

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

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*

BETEVE

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