



# PAULA HUGHES | POST PRODUCTION SUPERVISOR

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## PERSONAL STATEMENT

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Versatile professional experienced in overseeing and coordinating organisational operations across multiple departments. Knowledge of end-to-end workflows from pre-production through to post-production and prioritisation of projects for timely completion. Adept at developing and implementing strategies to improve efficiency, reduce costs and increase profitability. A motivated, collaborative person with excellent problem-solving, communication and interpersonal skills. Reliable, with a good work ethic and the ability to quickly adapt to new tasks and environments.

## WORK HISTORY

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TEKsystems for Apple TV+ | London  
**Mastering Operations Specialist**  
06/2023 - 08/2024

- Strong knowledge of episodic mastering workflows, ensuring seamless coordination of assets to platform.
- Contact for high-profile stakeholders, maintaining clear communication and managing expectations across multiple teams.
- Identified and facilitated resolution of technical issues in QC reports for audio and video assets, ensuring all deliverables adhered to the highest quality standards.
- Demonstrated exceptional organisational skills by tracking asset availability in real time and ensuring on-time delivery under tight deadlines.
- Collaborated closely with cross-functional teams in a fast-paced, evolving environment, ensuring project completion within established timelines.
- Able to make decisions independently.

Flying Fox (remote)  
**Post Production Coordinator**  
09/2022 - 12/2022

- Coordinated final deliverables for an Amazon documentary, managing assets for audio description (AD), closed captioning (CC), and quality control (QC).
- Attended executive-level meetings with Amazon to provide updates on deliverables and ensure smooth communication across departments.
- Played a key role in pre-production stages for a Netflix series, assisting with crew onboarding, paperwork setup, and ensuring all technical requirements were met.

Bleat | London  
**Post Production Supervisor**  
04/2022 - 08/2022

- Spearheaded the researching of cloud-based workflows and project management software.
- Established and maintained a database of freelance editors and post-production crew, ensuring the availability of top-tier talent for ongoing projects.
- Project management for clients assets.

Tate Galleries | London  
**Post-Production Manager & Post Producer**

- Attended Grade and Sound mixes.
- Social media reversion Post Producer.
- Oversaw post-production processes for various video projects,

05/2019 - 03/2022

ensuring all work was completed on time, within budget, and met Tate's strict branding guidelines.

- Led the recruitment and management of freelance post-production talent, including editors, sound designers, and colourists, to expand the freelance pool.
- Streamlined workflows by implementing new documentation and video guides for onboarding, increasing efficiency across the department.
- Conducted quality control for all picture and sound assets, ensuring consistent high-quality standards.
- Managed archiving and storage of digital assets using Edit Share and Ark systems, ensuring long-term preservation of all materials.

Blueberry Creative Consultants | London  
**Freelance Edit Assistant & Junior Editor**

09/2010 - 05/2019

- Worked extensively across various film and TV projects, providing technical and creative editing support in both assistant and junior editor roles.
- Managed media ingest, assembly edits, and basic online preparation, ensuring smooth handoffs to senior editors and post-production supervisors.
- Clients included BBC, BBC Worldwide, ITN Productions, Channel 4, Film 4, BFI and more.

BBC Worldwide | London  
**Various Assistant Roles**

01/2006 - 08/2009

- Rights clearance of Public Service programmes for international transmission.
- Broadcast Assistant for the Audio and Music team.

## SKILLS

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- Post-production workflow management
- Cross-Functional Communication
- Asset and media management
- Knowledge of Avid & Premiere Pro Editing Software
- Workflow documentation and training
- Resource Planning and Scheduling
- Project Management
- High End TV Deliverables
- Knowledge of Davinci Resolve
- Adapt to evolving environment

## TRAINING

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High End TV and Film Deliverables Course  
post-super.com  
January 2023

Post Grad in Digital Photography  
IED | Madrid  
January 2018

MA Post-Production Editing  
Bournemouth University  
January 2012