

KATHRYN COLANTUONO

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☎ (908) 391-8718

PROFESSIONAL EXPERIENCE

Old York Cellars: Marketing & Events Specialist, Ringoes, NJ (Sep 2023–Present)

- Execute various events with comprehensive logistics and guest coordination
- Create photography and video content for promotional materials
- Coordinate event setup and manage on-site operations
- Support marketing initiatives with visual content creation

The Lash Lounge: Client Experience Director, Flemington, NJ (Sep 2024–May 2025)

- Managed multiple communication channels and client database systems
- Developed promotional content and implemented digital marketing strategies
- Coordinated scheduling systems and maintained detailed operational records
- Generated performance analytics and business reports

Pilgrim Media Group: Post Production Coordinator, North Hollywood, CA (Jul 2022–Aug 2023)

- Managed media assets and coordinated technical deliverables for reality productions
- Implemented organizational systems using Airtable and Google Sheets
- Facilitated communication between departments and production teams
- Maintained quality control and ensured network compliance specifications
- Coordinated workflow from shooting through final delivery

HGTV, Inside Out: Production Assistant, Los Angeles (Apr 2022–Jul 2022)

- Provided comprehensive production support and managed equipment setup
- Coordinated with talent and assisted with on-set operations
- Maintained efficient workflow amid shifting priorities
- Communicated effectively across all production departments

Jamestown Productions: Asset Manager, Marina Del Rey, CA (Jan 2022–Apr 2022)

- Managed editorial assets for major streaming network client projects
- Provided technical support with Avid Media Composer and DaVinci Resolve
- Ensured delivery deadlines and maintained content security protocols
- Adapted to evolving production requirements and technical specifications

Discovery Inc./Food Network: Post Production Assistant, New York, NY (Nov 2019–Oct 2020)

- Coordinated post-production assets and managed network delivery schedules
- Prepared content for multi-platform distribution including digital and broadcast
- Utilized Adobe Premiere and Aspera for content editing and delivery
- Supported remote workflow transitions and maintained technical standards

CASTING EXPERIENCE

Hollywood Casting & Film: Casting Assistant, Los Angeles, CA (August 2017–Dec 2017)

- Facilitated self-tape auditions including script reading and performance direction
- Managed studio space preparation and technical equipment setup
- Coordinated client check-ins and maintained professional casting environment
- Provided administrative support for casting operations and talent database
- Gained hands-on experience with industry-standard casting and evaluation processes

ORIGINAL CONTENT & FILM PRODUCTIONS

Polawraith (Short Film) 2019
Director/Producer/Casting/Writer

Gal Pals (Short Film) 2018
Director/Producer/Casting/Writer

This Is Me (Short Film) 2017
Director/Producer/Casting/Editor/Writer

Screenwriting & Content Development

- Completed TV 1 & 2 Screenwriting courses with Ashley Skidmore (2023)

EDUCATION

ITHACA COLLEGE, Ithaca, NY (2015–2019)

- Bachelor of Science in Cinema and Photography, Cinema Concentration

SKILLS

Technical Proficiency:

- Adobe Premiere Pro (Advanced)
- Avid Media Composer (Certified)
- DaVinci Resolve
- Airtable (Advanced)
- Google Workspace & Microsoft Office
- Media Asset Management Systems
- Content Management Systems

Production & Content:

- Production coordination and equipment setup
- Talent coordination and call sheet management
- Script analysis and content development
- Quality control and technical compliance
- Cross-departmental communication

Professional Strengths:

- Adaptability and problem-solving
- Deadline management and attention to detail
- Team collaboration and communication
- Client relations and customer service
- Process optimization and workflow management