SARAH ANNE DENCH

VIDEO & POST-PRODUCTION MANAGER
PRODUCTION OPERATIONS

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Cincinnati Metro Area

PROFILE

Video & post-production leader with 6+ years of experience spanning hands-on editing, team management, and creative operations. Skilled in developing editors, managing high-volume production, and building scalable workflows that improve quality, consistency, and efficiency.

CORE SKILLS

- Post-Production Leadership
- People Management
- Editor Coaching & Development
- Candidate Evaluation & Hiring
- Quality Assurance
- Creative Operations
- SOP Development
- Production Tracking & Management
- Process Improvement
- Risk Management
- Workflow Design
- Adobe Premiere Pro

EXPERIENCE

JENNIFERMAKER | Video Team Manager

REMOTE | June 2022 - September 2026
Lead Video Editor, July 2021 - June 2022
Video Editor, May 2020 - July 2021

KEY RESPONSIBILITIES

- **Managed two direct-report video editors,** overseeing assignments, workload distribution, capacity, priorities, deadlines, expectations, performance reviews, coaching, technical training, and ongoing professional development.
- **Led post-production operations and workload planning**, balancing concurrent projects while identifying production risks, missing assets, resource constraints, and potential delays.
- **Built and standardized scalable production systems**, including SOPs, documentation, QA frameworks, training resources, and project-tracking workflows.
- **Supported hiring and team growth** by screening resumes, portfolios, and sample edits and providing technical and creative recommendations to leadership.
- **Led bi-weekly team meetings and cross-functional collaboration,** communicating project status, blockers, production requirements, and recommendations across Creative, Design, Writing, and leadership.
- **Served as the primary video-production subject-matter resource,** advising leadership on technical feasibility, workflow implications, resource needs, production tradeoffs, and execution.

SELECTED IMPACT

2	6-8 / 10-15+	25+	36-PAGE	3	750+
DIRECT REPORTS MANAGED	CONCURRENT PROJECTS TYPICAL / PEAK	SOPs & WORKFLOWS	VIDEO EDITING KNOWLEDGE BASE	PRODUCTION TRACKING SYSTEMS CREATED	VIDEOS REVIEWED

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AREAS OF EXPERTISE

LEADERSHIP

- Hiring & Coaching
- Performance Reviews
- Meeting Facilitation
- Resource Allocation
- Capacity Planning
- Cross-Functional Collaboration

POST-PRODUCTION

- Adobe Premiere Pro, After Effects, Audition, Photoshop, & Media Encoder
- Post-Production QC
- Motion Graphics
- Audio Mixing & Color Correction
- Multi-Camera Editing

OPERATIONS & TOOLS

- Google Workspace, Slack
- Dropbox & Dropbox Replay
- Frame.io
- Spreadsheet-Based Production Tracking

SELECTED SYSTEMS & INITIATIVES

Video Editing Knowledge Base
Authored and maintained a 36-page guide covering end-to-end workflows, technical standards, file organization, graphics, QC, and delivery.

Production Tracking Systems
Designed three custom systems to centralize assets, assignments, deadlines, status, notes, and production issues.

Standardized Workflows
Developed 25+ SOPs spanning editing, audio, asset management, tracking, QC, revisions, and final delivery.

Capacity & Risk Management
Balanced 6–8 concurrent projects typically and 10–15+ during peak periods while identifying dependencies, resource constraints, missing assets, and schedule risks.

SYSTEMS & PROCESS IMPROVEMENT

- **Established standardized QA frameworks**, including a performance rubric and publication-readiness standards defining minimum quality requirements.
- **Built reusable production resources and standardized graphics systems**, improving team consistency and eliminating an estimated 15–40+ minutes of repetitive setup per standard video.
- **Advised leadership on production feasibility and strategy**, evaluating resource requirements, workflow implications, technical constraints, and production tradeoffs.

LEADERSHIP & TEAM DEVELOPMENT

- **Supported hiring decisions** by evaluating resumes, portfolios, and sample edits and providing technical recommendations to leadership.
- **Led onboarding and editor development** through documented workflows, side-by-side training, project-file reviews, coaching, and individualized feedback.
- **Conducted performance reviews** and ongoing coaching to develop editor capabilities and maintain production standards.
- **Led bi-weekly Video Team Meetings** focused on workloads, deadlines, blockers, escalations, and continuous improvement.
- **Maintained hands-on post-production expertise**, contributing to an estimated 650+ edits across long-form, premium, course, event, and social content.

EDUCATION

COLUMBIA COLLEGE CHICAGO
Bachelor of Arts, Television & Post-Production Effects | **Minor**, Creative Advertising
Magna Cum Laude