

# Emily Thomas

Project management and content operations professional with 10+ years of experience spanning commercial production and large-scale media operations. Building the workflows, documentation, and processes that allow complex operations to run *work*. Strong communicator across technical and non-technical stakeholders. Proudly the person with the answers. *Currently pursuing a Master's in Project Management (exp. 2027).*

Stamford, CT

203.362.9475

Pronouns: she/her

[emilyathomas15@gmail.com](mailto:emilyathomas15@gmail.com)

[linkedin.com/in/emily-a-thomas](https://www.linkedin.com/in/emily-a-thomas)

[emily.land](https://emily.land) ← Vibe coded w/ Claude

## EXPERIENCE

### **Supervisor, Content Publishing — A+E Global Media, Stamford, CT**

JUNE 2019 - PRESENT

- Oversee end-to-end content publishing across 7 Owned & Operated streaming platforms and 50+ FAST channels; managing timelines, coordinating teams, and making sure everything lands accurately and on schedule
- Build and maintain workflows, SOPs, and project documentation; identify and fix process gaps before they become bigger problems
- Currently leading UAT for a full content management system migration, coordinating with engineering and product teams, documenting workflows, and testing new processes against live operational requirements
- 5 years experience managing direct reports; building an environment where people put out good work, even on not fun days

#### **Key Achievements:**

- Selected for A+E's inaugural Leadership Academy (2022) and WICT Network Rising Leaders Program (2023), intensive programs focused on leadership development, strategic communication, and cross-functional influence

### **Associate Producer, Broadband — A+E Global Media, Stamford, CT**

JULY 2018 - JUNE 2019

- Managed day-to-day content publishing and QA across all A+E O+O platforms; kept deliveries on track and worked across teams to resolve issues quickly

**Key Achievement:** Managed end-to-end delivery of 400 long form assets to launch A+E's AVOD offering on YouTube in 2019. 400 was a lot back then!

### **Production Manager — Bret Stern Productions/Sono Studios, Norwalk, CT**

DECEMBER 2013 - JULY 2018

- Ran all video and photo productions end to end: budgeting, scheduling, crew booking, client and agency communication, and final asset delivery
- Primary point of contact for agency and client accounts; kept everyone informed, managed expectations, and made sure nothing fell through the cracks
- Media buying, editorial and design feedback, and QC on all finished work
- For the studio: managed all production rental bookings, crew and equipment coordination, insurance, paperwork, and billing

**Key Achievement:** Authored successful RFP responses for a \$1M annual contract (2015, 2017); managed account through 2018 renewal

## SKILLS

**Production:** Budgeting & Scheduling, Freelance Crew Management, Client & Agency Relations, Timeline Management, Asset Organization

#### **Project Management:**

Resource Management, Risk Management, Stakeholder Communications

**Tools:** AirTable, Microsoft Suite, thePlatform/CVP, Wordpress, Zapier

**Emerging:** ChatGPT, Claude, Custom GPTs

## EDUCATION & TRAINING

**B.S. in Digital Filmmaking (GPA 3.7) — Champlain College, VT**

**M.S. in Project Management (in progress, exp. June 2027) — Champlain College, VT**

**AMA Seminar: Improving Your Project Management Skills — June 2024**

**WICT Network Rising Leaders Program — June 2023**

**A+E Leadership Academy — March 2022**

## OTHER INTERESTS

Animal Welfare, Music, Language, Technology, Science Fiction and Horror Fiction, Psychology and Mental Wellness