

Emily Thomas

Content operations and project management 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 just *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

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

emily.land ← Vibe coded w/ Claude

EXPERIENCE

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

JUNE 2019 - AUGUST 2026

- 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 refine workflows, SOPs, and project documentation; identify and fix process gaps before they become bigger problems; build AirTable automations and Zapier integrations that reduce manual steps and improve visibility
- Lead UAT for a full content management system migration, coordinating with engineering and product teams, documenting workflows, and test new processes against live operational requirements
- 5 years managing direct reports; building an environment where quality work and accountability are the baseline

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