

# GRACE KAREGEANNES

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Creative and detail-oriented video editor with a strong background in storytelling, photography, AI tools, and media production. Expert in online course development, including recording, video content creation and post-production editing and review.

## PROFESSIONAL EXPERIENCE

### **Video Production and Media Design Manager**

University of Colorado Boulder

August 2025 – Present

- Lead end-to-end video production and media design for online courses, delivering high-quality content from pre-production through final delivery across multiple programs
- Hire, onboard, and manage a team of Video Production Assistants (VPAs), overseeing workload distribution, performance management, and skills development
- Standardize editing workflows and production guidelines to ensure consistent branding, accessibility, and technical quality across all course assets
- Oversee on-campus studio operations, supporting faculty with recording, troubleshooting, and best practices for lightboard, green screen, and remote production tools
- Partner with instructional designers, faculty, and leadership to align video content with learning objectives and program goals
- Manage project timelines and budgets, optimizing resources and stepping in for hands-on editing to meet deadlines
- Advise faculty on video production techniques, improving audio/visual quality and overall learner experience
- Evaluate and implement new technologies, including AI-driven tools, to increase production efficiency and scalability

### **Video Production and Media Design Specialist**

University of Colorado Boulder

April 2022 – August 2025

- Produced high-quality video content for online courses on the Coursera platform, managing all phases from staging and filming to editing and final delivery
- Collaborated with faculty, program leads, and student teams to develop engaging, instructionally aligned video content for degree programs
- Operated and maintained on-campus studio
- Trained and mentored student employees in video production workflows, editing techniques, and quality standards
- Designed visual assets including logos, graphics, and animations to enhance course content and branding

- Supported marketing and communications efforts by managing web content (WebExpress), writing articles, and executing email campaigns via Mailchimp

### **Online Learning Assistant II**

University of Colorado Boulder

May 2020 – March 2022

- Planned, produced, and built scaled online learning initiatives
- Developed for-credit & non-credit courses, launched degree programs with faculty
- Edited raw video files and green screen lectures
- Designed courses and technical assessments on Coursera

### **Video Production Intern**

French Connection Films, Montreuil, Ile-de-France

Jan 2020 - Apr 2020

- Recorded English voice-overs for films
- Performed script editing and translations

### **Production Assistant for The Bachelorette Season 15**

Warner Bros Entertainment, Burbank, CA

Jul 2019 - Sep 2019

- Printed and distributed scripts
- Relayed messages between crew members promptly and clearly

### **Production Assistant for Shark Tank Season 11**

Sony Pictures Entertainment, Culver City, CA

Jun 2019 - Sep 2019

- Helped with the construction and deconstruction of sets
- Performed general office duties and transportation for sharks and VIP

### **Production Assistant for Ranked**

Crimson Studios, Chatsworth, CA

Jul 2019 - Aug 2019

- Assistant in control truck; viewing cameras and stage timing
- Construction and deconstruction of stage

## **EDUCATION**

**University of Colorado Boulder** Boulder, CO

BA Broadcast Journalism and Media Production (May 2021)

## **RELEVANT SKILLS**

- Adobe Creative Cloud: Premiere Pro, Photoshop, Lightroom Classic
- AI Tools: ChatGPT, Descript, Runway AI, Midjourney, Outlier AI, Copilot
- Graphics & Marketing: Canva, Noun Project, Logo Creation, Mailchimp, YouTube
- Video Editing and Video Production – Recording, Audio, Post-Productio
- Excel, PowerPoint, SharePoint, Zoom, Coursera, WebExpress, Slack, Microsoft, Outlook