

KALAH S. KARLOFF

**B.S DEGREE IN
MEDIA PRODUCTION,
COMMUNICATIONS,
MUSIC INDUSTRY**

EDUCATION

NORTHEASTERN UNIVERSITY

Honors: 3.94 GPA, Dean's List, Junior Scholar

SKILLS & INTERESTS

PRODUCTION SKILLS

Project Management, Directing, Event Production, On-the-ground Capture, Creative Development, Scriptwriting, Digital Editing, Lighting, Audio Recording, Camera Operation, Budgeting, Social Media

SOFT SKILLS

Leadership, Adaptable, Calm under pressure, Organization, Creative Problem-solving, Time-management, Detail-oriented


TECHNOLOGY


TikTok, Twitter (X), Instagram, Youtube, Adobe Creative Suite, Microsoft Suite, Google Suite, Asana, Trello, Monday.com, Avid Media Composer, After Effects, Pro Tools


INTERESTS

Professional fangirl, Film & TV, Songwriting, Baking, Reading fantasy books, Pop culture

CONTACT INFORMATION

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 kalahkarloff.weebly.com

WORK EXPERIENCE

RALPH CREATIVE

Producer | New York, NY | Jan 2023-Present

Production Coordinator | Jan 2021-Dec 2022

- Produces Ralph's highest level creative marketing campaigns from concept to execution (Stranger Things, Amazon Music, Black Mirror)
- Produces and directs shoots in studio and on location, working with various celebrities & pop culture icons (music video shoot in Mexico City, ACM Awards, *Stranger Things 4* premiere, Tubi premiere with Vanessa Hudgens, Julia Fox, content capture w/ Zara Larsson)
- Organizes logistics of productions using production trackers, creative treatments, call sheets, workback timelines, & call agendas/notes
- Oversees the creation of video & static content for social platforms with internal creative & design teams
- Develops campaign budgets and tracks overages
- Cultivates relationships and leads communication with 20+ clients (Netflix, Amazon, Disney+, Peacock, MGM)
- Efficiently oversees workload amongst teams, including managing ~30+ creative assets per campaign, tight deadlines internally and externally, and quality control of creative standards
- Facilitates influencer projects and negotiates rate/scope for activations consisting of 5-12 TikTok/IG influencers at a time
- Delegates tasks and responsibilities to junior team members

SKILLMAN VIDEO GROUP

Video Production and Marketing Assistant | Boston, MA

May 2020-October 2020

- Single-handedly wrote 35+ technical video production blog posts
- Assisted on set for informational corporate brand videos

Wetv (AMC NETWORKS)

On-Air Promotions Post Production Assistant | New York, NY

July 2019-December 2019

- Executed quality control checks of 10-80 promotional spots daily and delivered spots for broadcast
- Produced, wrote, & edited *Marriage Boot Camp* episodics and teasers
- Pitched creative concepts & constructed scripts/shot lists for *Life After Lockup* teaser shoot

BOSTON SYMPHONY ORCHESTRA

Development Events Co-op | Boston, MA

July 2018-May 2019

- Oversaw event set-up, logistics, guest check-in, printed materials, and RSVPs for BSO, Tanglewood, and Boston Pops donor events, galas, fundraisers, volunteer events, and pre-concert events

WMCT NEWS

News Intern & Segment Producer | Marlborough, MA