

JENNIFER WYNKOOP

PROFESSIONAL EXPERIENCE

- **HEAD OF POST PRODUCTION** | *El Segundo, CA* | *March '22 – April '24*
MotorTrend Studio (Warner Bros. Discovery)
 - Oversaw all post production operations across ten long form television series, the branded content team, & mid/shortform editorial video at MotorTrend Studio.
 - Managed large cross-functional teams comprised of producers, creatives, editors, animators, finishing artists, & support staff (freelance/staff/contractor/vendor).
 - Established/enforced studio-wide best practices across post production teams.
 - Bid/facilitated show budgets & established protocols for financial forecasting & auditing.
 - Implemented technology solutions to improve hybrid & remote operational efficiency.
 - Developed sponsorship intake pipeline to sell into shows & offset production costs.
 - Post produced unscripted series (44:00 & 22:00) for Warner Bros-Discovery.
- **POST PRODUCTION SUPERVISOR** | *Los Angeles, CA* | *December '21 - March '22*
Viacom Velocity (Paramount ViacomCBS)
 - Consulted to establish post pipeline for ViacomCBS' branded content division.
 - Formalized workflow & documentation of post processes to launch department.
 - Post Suped revenue-generating branded content projects for MTV & Nickelodeon.
- **PRODUCTION SUPERVISOR** | *El Segundo, CA* | *April '18 - December '21*
MotorTrend Studio (Warner Bros. Discovery)
 - Launched multiple video production pipelines & teams to support various initiatives.
 - Implemented tracking systems & oversaw entire life cycle of projects, including RFP intake, ideation, bidding, (pre)production, post, finishing, QC, delivery, & archive.
 - Built & directed cross-functional teams to produce multimedia content packages.
 - Managed deliverables, clients, vendors, & milestones over campaign lifecycles ranging from low budget projects to sponsorships totalling greater than \$2 million in revenue.
- **ASSOCIATE PRODUCER, WEST COAST OPS** | *Los Angeles, CA* | *June '17 - April '18*
2U, Inc. (edX)
 - Produced video deliverables for doctorate & masters-level university partners such as the University of Southern California, UCLA, Stanford University, & more for 2U Inc.
 - Directed production teams in-studio & in the field. Maintained detailed video production logs for multicamera setups for hand-off to post. Provided creative feedback to post.
 - Coordinated interview & b-roll schedules for production, assembled shot lists & prop breakdowns, & cast talent for roleplays, interviews, panels, & more.
- **ASSISTANT PRODUCER, POST PRODUCTION** | *New York, NY* | *March '16 - Feb '17*
Northern Lights
 - Sole admin support to producers across (30+) simultaneously active jobs at creative, production, and post house in NY servicing B2B & B2C clients.
 - Produced monthly sizzle reel, obtained client approvals, & secured licensing for assets.
 - Covered reception desk, greeted clients, & trafficked assets via Extreme Reach.
- **COORDINATOR, PROGRAMMING & PRODUCTION** | *New York, NY* | *Feb '14 - March '16*
MSNBC (Comcast NBCUniversal)
 - Wrote/produced :30 branded vignettes for air, coordinated sponsored editorial segments with show teams, & created weekly programming schedules at cable news network.
 - Communicated live control room, schedule, & break structure changes to production crew during breaking news situations, including elections coverage.
 - Provided administrative support to (2) senior MSNBC and NBC News leaders.

EDUCATION

Executive Master of Business Administration (EMBA)

- *Quantic School of Business & Technology* • *Graduation: August 2025*

Bachelor of Science in Television, Radio, & Film (2013)

- *Syracuse University* • *Newhouse School of Public Communications* • *Syracuse, NY*
- *Honors: Magna Cum Laude* • *Minor: English & Textual Studies*

PROFESSIONAL TRADE ASSOCIATIONS

- Member, The Academy of Television Arts & Sciences (**Emmy Awards**)
- Member, The Producer's Guild of America (**PGA**)
- Member, The Hollywood Professional Association (**HPA**)



Import
Contact

CONTACT:

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REEL:

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IMDB: Jennifer Wynkoop

SKILLS:

- **Senior Leadership** of studio operations & workflow standards.
- **Post Supervising & Producing** for television, film, digital, & commercial.
- **On-Prem & Remote Nonlinear Editing Workflows** for AVID, Premiere, & Resolve pipelines.
- **On-Prem & Remote Finishing Workflows** for Resolve, ProTools, & Flame.
- **Production Scheduling** from RFP intake through asset archive.
- **Crew Sourcing & Vendor Management** for post & finishing.
- **Bidding, Budgeting, Forecasting, Actualizing, & Auditing.**
- **Multi-Channel Delivery Processes & Specs** for broadcast networks, cable channels, FAST, & streaming services.
- **Manager** of clients, staff, crew, vendors, morale, expectations, & deadlines.