

# LILLIAN FLAHERTY

## POST MANAGEMENT

Venice, CA | Lflahertymedia@gmail.com | [LinkedIn](#) | 401-309-6704

A motivated Post Coordinator with a strong background in providing support and structure to multiple projects at once to ensure seamless deliveries.

### AREA OF EXPERTISE

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Post Workflows  
Post Deliverables

Data Management  
Technical Troubleshooting

Resource Allocation  
Calendar Management

### EDUCATION

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**Bachelor of Arts in Journalism**  
Loyola Marymount University

**Associate of Arts General Studies**  
Community College of Rhode Island

### PROFESSIONAL EXPERIENCE

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#### Post Production Coordinator | Religion of Sports

Sep 2023 - Present

- Assist in overseeing the post-production workflow, ensuring all stages, from receiving media to final delivery, run efficiently and meet deadlines while adhering to budgets
- Maintain a well-organized and streamlined backend for freelance post teams, ensuring seamless workflow accessibility while efficiently managing assets, licenses, and softwares, and allocating resources as needed
- Act as a liaison between internal departments and external clients and vendors, ensuring clear communication and collaboration

**Notable Projects Include:** Netflix's *Simone Biles: Rising* and Aaron Rodgers: *Enigma*, ESPN's *In the Arena: Serena Williams* and *Up For Debate: The Evolution of Sports Media*, Hulu's *Thank You, Goodnight: The Bon Jovi Story*, Showtime's *The World According to Football*, Fox's *Welcome to the J-Rod Show*, and upcoming series for HBO, Hulu, and ESPN that are currently in the works!

#### Post Production Assistant | Religion of Sports

Apr 2023 - Sep 2023

- Assist in preparing final deliverable documents, ensuring all materials meet required specifications
- Assist post production team members with various troubleshooting needs, asset organization, client services, office and equipment set ups, and quality control checks
- Perform media-related errands, such as transporting hard drives and other media between locations

**Notable Projects Include:** Hulu's *Freaknik*, Fox's *The Game That Changed Everything: Yankees vs Red Sox '04 ALCS*, ESPN's *Skin in the Game with Dr. Ibram X. Kendi*, Amazon Prime's *Destination NBA: A G League Odyssey*, Fox's *Baseball's Greatest Moments With The Kid Mero: The MLB All-Star Game*.

#### Office Production Assistant | Religion of Sports

May 2022 - April 2023

- Managing and maintaining office supplies and inventory
- Handle incoming and outgoing mail and packages
- Assist with basic accounting tasks such as invoicing and expense tracking
- Provide general administrative support, including filing, photocopying, and data entry
- Greeting and assisting visitors and vendors, directing them to the appropriate contacts or resources

#### Production Assistant: Health & Safety | HBO

Oct 2021 - Dec 2021

- Ensured strict adherence to COVID-19 safety protocols on set, including monitoring mask usage, social distancing, and sanitization procedures to maintain a safe working environment for cast and crew

**Notable Projects Include:** HBO's *EUPHORIA* and *THE IDOL*.