

KIARA JAMES

VIDEO PRODUCTION

📍 Dallas, TX
75243

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💻 [Portfolio](#) | [LinkedIn](#)

SKILLS

VIDEO EDITING	●	●	●	●
AUDIO EDITING	●	●	●	○
ORGANIZATION	●	●	●	●
POST-PROD	●	●	●	●
CAMERAWORK	●	●	●	○
LIGHTING	●	●	●	○
SOUND	●	●	●	●
COLLABORATION	●	●	●	●
COPYEDITING	●	●	●	●
ADAPTING	●	●	●	●

An organized and diligent professional with experience in media production, captioning, and AI-driven quality control. Skilled in various editing software, with a strong grasp of post-production processes, accuracy, and timing. Knowledgeable and adaptable in both creative and analytical environments. Interested in content creation, including marketing, storytelling, and entertainment.

SKILLS

- **Audio Recording & Production:** Boom Mics, Lavaliers, Zoom-H6 Recorder, Sound Device 702T, Digital Audio Workstations
- **Camerawork:** Panasonic Lumix G7, Panasonic DVX 200, Panasonic EVA
- **Editing:** Adobe CC: After Effects, Audition, Illustrator, Media Encoder, Premiere Pro; Avid Media Composer [Certified User], Davinci Resolve
- **Extra Equipment:** Lowel Lighting Kits, C-Stands, Flags, Gels, etc.
- **Film Production:** Editing, Filming, Screenwriting, Storyboarding, Casting, Producing, etc.

EXPERIENCE

GENERATIVE AI ASSOCIATE (JUNE 2024 – MAY 2025) INNODATA, INC. – Remote

- Analyzed and rated responses from generative AI models to train them
- Evaluated the outputs for helpfulness, accuracy, and safety.
- Improved grammar, conducting research, and performed quality control tasks while utilizing multiple software platforms and meeting tight deadlines.
- Comfortable with repetitive tasks, proofreading and copy editing informative and creative writing passages.

AI WRITING & QC SPECIALIST (NOV 2023 – MAY 2024) HIREART (CONTRACTED TO SCALE.AI) – Dallas, Texas

- Improved large language models (including ChatGPT, Meta, and Google) by reviewing, editing, and analyzing responses for clarity, accuracy, and tone
- Evaluated outputs to ensure satisfactory AI training and development.
- Served as both a reviewer and auditor, upholding high quality standards across various projects to meet company demands.
- Adapted quickly to varying project requirements, applying strong attention to detail and time management across various software platforms and workflows.

LIVE VOICE WRITER/CAPTIONER (JAN 2022 – OCT 2023) NATIONAL CAPTIONING INSTITUTE – Remote

- Captioned live broadcasts for various networks or organizations, including C-SPAN, Bloomberg, and local news stations nationwide, combining real-time voice writing (echoing) and transcription.
- Operated and monitored multiple captioning platforms simultaneously (Zoom, Uni, iCap, CCP, VCap, etc.) while maintaining accuracy and timing
- Coordinated with station clients, managed encoder connections, and set up and tested audio equipment for smooth live productions.

EDUCATION

BACHELOR OF ARTS (AUG 2017 – MAY 2020) UNIVERSITY OF NORTH TEXAS Denton, TX

Graduation Date: May 2020
Major: Media Arts (Radio, Film & TV)
Minor: Spanish
Final GPA: 3.9 – Summa Cum Laude

Typing:
56 WPM



User
Media Composer®

