

Shree Undale

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Creative Media and Media Operations Professional with 4+ years of experience delivering digital content from concept to platform. Experienced across video production, post-production, technical quality control, media asset management, and OTT delivery, supporting enterprise learning platforms, entertainment brands, and global streaming services.

Produced content reaching **190,000+ learners** and **5+ Million viewers**, maintained **zero client rejections** across **7,500+ validated media assets** for **Netflix, Paramount+, and JioHotstar**.

EXPERIENCE

Digital Media Technician *AMDOCs, Pune*

Nov 2025 - Current

- Perform technical quality control and metadata validation for **7,500+** video, audio, subtitle, caption, and metadata assets supporting **Netflix, Paramount+, and JioHotstar**, maintaining **zero client rejections** while ensuring compliance with client delivery specifications.
- Designed and deployed an **Airtable-based reporting and dashboard automation** that consolidates daily QC metrics and task status into automated end-of-shift reports, eliminating manual reporting and providing stakeholders with real-time visibility into team throughput and productivity.
- Own the team's **Standard Operating Procedures (SOPs)** by maintaining master documentation, implementing workflow updates, and ensuring alignment with evolving client requirements and operational processes.
- Onboard and mentor new QC associates on internal tools, QC methodologies, client specifications, and SOP compliance, improving team readiness and consistency in quality standards.

Video & Audio Editor *JetSynthesys Pvt. Ltd, Pune*

Jul 2025 - Nov 2025

- Led the creative and technical production of **meditation and mindfulness video content**, delivering platform-ready assets that reached **500,000+ organic viewers** while ensuring compliance with brand guidelines, resolutions, and delivery specifications.
- Edited podcasts and managed studio recordings, optimizing audio through **editing, mixing, sound design (SFX), loudness normalization, and bitrate validation** to meet platform publishing standards.
- Built and maintained a centralized **digital asset repository** with structured backup workflows across cloud and local storage, improving content accessibility, version control, and asset security.
- Managed the content publishing calendar for **ThinkRight's YouTube channel** and in-app audio library, coordinating timely releases across multiple content streams.
- Partnered with marketing and social media teams to produce **video campaigns, reels, graphics, and promotional content** for Instagram, Facebook, LinkedIn, and YouTube, supporting audience growth and brand engagement.
- Performed final quality assurance on deliverables by validating **metadata, subtitles, captions, audio-visual synchronization, and technical specifications** before publication.

Associate Video Editor

Tata Technologies, Pune/Pimpri-Chinchwad

Jul 2023 - Jul 2025

- **Owned end-to-end production of 4 flagship EV/automotive e-learning courses** (133 hours of content) for the iGET IT platforms, reaching 190,000+ unique learners including Battery Management Systems (66,000 learners), Mastering Battery Pack Design for xEV (42,000 learners), EV Essentials and Mobility Infrastructure (64,000 learners), and EV Energy Storage System Fundamentals (20,000 learners).
- **Managed digital learning assets** on the iGET IT Learning Management System (LMS), overseeing version control, user access permissions, content governance, and compliance with brand and technical standards.
- Generated and refined **SRT files** using **MacWhisper**; optimized workflows by applying **LLM models** to correct transcripts and enhance localization quality across **Spanish, English, Hindi, Arabic, and French**.
- Acted as a **liaison between language specialists and technical teams**, ensuring timely delivery of localized content that met both **linguistic and technical standards**.
- **Produced engaging automotive eLearning content** using **Adobe Premiere Pro and After Effects**, translating complex engineering concepts into learner-focused digital experiences.
- Collaborated with 14+ subject matter experts (SMEs) and design teams to align content with client specifications, while performing **internal quality control checks** to ensure deliverables met **technical and creative requirements**.
- Streamlined production efficiency by integrating **AI tools (Gemini.ai, Play.ht, Elevenlabs.io, invidio.io)** for automated voiceovers and media asset optimization.

Multimedia Consultant-Intern

Tata Technologies, Pune/Pimpri-Chinchwad

Feb 2023 - Jun 2023

- Produced **SCORM 1.2-compliant eLearning modules** with **iSpring Suite Max and Articulate 360**, ensuring deliverables met LMS compatibility and client technical specifications.
- Edited and packaged **video, audio, and motion graphics assets** using Adobe Creative Suite, performing **QC checks** on frame rates, codecs, and audio levels to maintain consistency.
- Automated workflows by generating **AI-based multilingual voiceovers**, ensuring accurate synchronization and optimized delivery timelines.

Video Editor

Marathi Kida Creative Media LLP, Pune, Maharashtra

Nov 2021 - Jul 2022

- Edited and delivered **high-volume video content** for two YouTube channels, contributing to **3M+ views** with 60% average retention rate and engaging an audience of **200K+ monthly viewers**.
- Produced **social media promotional assets** (reels, shorts, memes) that generated **5M+ cross-platform views** and amplified channel growth.
- Applied **creative editing styles, motion graphics, and trending effects** to retain viewer attention and enhance overall content appeal.

EDUCATION

Master of Arts - MA, Mass Communication <i>Manipal University Jaipur, Online</i>	Aug 2024 - Aug 2026
Bachelor of Arts - BA , Mass Communication Studies <i>MIT World Peace University, Pune</i>	Jun 2020 - Jun 2023
12th Grade <i>Sangameshwar College, Solapur.</i>	Sep 2018 - Jun 2020
10th Grade <i>Little Flower Convent High School, Solapur.</i>	June 2017 - Jun 2018

SKILLS

Expert in: Video pre & post-production workflows, video/audio editing, Adobe Premiere Pro, Adobe Audition, scripting, CMS, version control, file specifications (ProRes, MP4, WAV, SRT), QC for formats, bitrates, and captions.

Proficient in: Airtable Adobe After Effects, Project management, content strategy, Graphics design, Articulate 360, iSpring Suite Max, cinematography, Photoshop, multilingual subtitles/localization.

LICENSES & CERTIFICATIONS

Essential Skills in Adobe Premiere Pro 2024 Professional Certificate <i>Adobe and LinkedIn</i>	2024
Basic Course in Producing for Fiction & Non Fiction Films (Online) <i>Film and Television Institute of India, Pune</i>	2023
Certificate Of Completion: Career Essentials in Generative AI by Microsoft and LinkedIn <i>Microsoft and LinkedIn</i>	2024
Elearning Essentials Instructional Design <i>LinkedIn</i>	2023

HONORS & AWARDS

Bright Star Award <i>TATA Technologies</i> Awarded for exceptional performance during FY 2023-24 and leading the end-to-end development of 2 flagship e-learning courses.	2024
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