

Selana L. Allen

Atlanta, GA

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Professional Summary

Highly detail-oriented professional bringing proven expertise in project management, media production, analytical review, and quality control. Skilled in following structured guidelines, identifying inconsistencies, evaluating content accuracy, and providing clear written rationales. Brings 15+ years of experience managing complex workflows, ensuring data integrity, and delivering high-quality outputs under tight deadlines.

Core Skills & Competencies

- Data Annotation & Labeling
- AI Output Evaluation & Quality Rating
- Customer support proficiency
- Customer support proficiency
- Attention to Detail & Pattern Recognition
- Content Analysis & Error Identification
- Process Documentation & Guideline Adherence
- Written and Verbal Communication
- Critical Thinking & Judgment Evaluation
- Remote Collaboration & Task Management

Relevant Experience

Media Director

Global Insight Productions — Columbus, Ohio (2018–Present)

- Reviewed, edited, and approved large volumes of video and written content, ensuring accuracy, clarity, and consistency.

- Evaluated scripts, narratives, and production materials for structure, coherence, and guideline adherence.
- Managed complex information workflows with accuracy and precision, similar to annotation task queues.
- Provided detailed feedback to team members, demonstrating strong analytical and evaluative skills.

Digital Communications & Operations Coordinator

Yeyeluisahteish.com — Remote (2019–2025)

- Reviewed, edited, and published 50+ digital assets monthly across video, audio, and written formats, ensuring consistency and brand alignment.
- Managed and resolved 100+ student access issues on Teachable, maintaining seamless enrollment for virtual learning programs.
- Coordinated weekly content updates and email outreach, supporting a digital community of 3,000+ members.
- Oversaw internal communication systems and inboxes, processing and prioritizing 200+ messages monthly with confidentiality and timeliness.
- Led logistics and communications for virtual events with up to 250 attendees, including email sequences, platform setup, and real-time troubleshooting.
- Collaborated with directors and contributors to manage and archive long-form Zoom meetings, ensuring content continuity and access across teams.
- Maintained and updated 2+ websites monthly, handling domain renewals, security, and content uploads to support public-facing engagement.
- Designed and deployed marketing graphics and digital collateral to promote classes, membership offerings, and seasonal events.

Video Producer

Morehouse School of Medicine — Atlanta, Georgia (2018–2019)

- Reviewed educational content for clarity, correctness, and alignment with scientific communication standards.
- Collaborated with subject matter experts to ensure accuracy of final materials.

Production Manager

Selanalavonne.com — Atlanta, Georgia (2013–2018)

- Monitored large-scale project data, reviewed logs, and ensured all information adhered to internal guidelines.
- Identified inconsistencies in scripts, reports, and production materials and provided corrective action.

Additional Career Experience

Administrative Assistant, Guest Relations Ambassador, Student Assistant Supervisor, Program Manager — roles demonstrating organization, accuracy, communication, and guideline-based decision-making.

Education

Bachelor of Fine Arts, Film and Video — Georgia State University (2013)

Stanford Advanced Project Management Certificate — Stanford University (2002)

Technical Proficiencies

- Mondays, Teachable and ASANA Project Management Platforms
- Final Cut Pro, Adobe Premiere, Photoshop
- Weebly
- Vyond Animation
- Microsoft Office Suite & Google Workspace
- Basic familiarity with AI tools and structured workflow platforms

Awards

CORGI'S RUN

IndieX Film Festival, January 2023

Director

LOVE OF JAZZ

Georgia Shorts Film Festival, 2019

Best Drama Micro Short Film

Producer/Writer

TRAIN

San Francisco Film Festival, 1998

Best Experimental Film

Writer/Actor

