

# Joana Job Pinto

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## Media Operations & Broadcast Delivery Professional

Multilingual media operations professional with extensive experience across broadcast, streaming, and localisation. Proven track record coordinating complex content workflows, managing cross-functional stakeholders, and supporting delivery across EMEA markets. Experienced within large global organisations including Warner Bros. Discovery, Disney, and Red Bee Media.

## Experience

OCTOBER 2022 – PRESENT

### Traffic Coordinator | Warner Bros. Discovery

- Manage end-to-end delivery of programme content for **Nordic linear channels**, ensuring assets, metadata, and materials meet technical and transmission requirements.
- Coordinate **subtitles and access services** for Max Nordics and MAX Spain streaming content, maintaining accuracy, compliance, and timely delivery across platforms.
- Oversee subtitle implementation for **TNT** schedules, working closely with transmission and access services teams to support smooth on-air delivery.
- Collaborate daily with EMEA colleagues, international distributors, and playout centres to align schedules, assets, and regional delivery plans.
- Act as point of contact for vendors and internal stakeholders, troubleshooting delivery issues and minimising impact on broadcast and streaming schedules.
- Process and approve invoices in **SAP**, monitor purchase orders, and resolve vendor finance queries.

SEPTEMBER 2021 – OCTOBER 2022

### Service Delivery Coordinator | Walt Disney

- Served as a central liaison between Creative Services, Presentation, and Broadcast Operations to deliver promos, continuity, and interstitials to transmission.
- Worked with schedulers and channel operations teams to define monthly TX priorities and align with programming strategies.
- Coordinated delivery timelines across multiple stakeholders, balancing creative requirements with tight broadcast deadlines.
- Tracked asset readiness and delivery status using broadcast management systems, ensuring accurate data and asset integrity.
- Ensured all materials met technical specifications and editorial standards, reducing last-minute transmission issues.

MARCH 2021 – SEPTEMBER 2021

### Deputy Translations Team Lead | Claire's Accessories

- Planned and scheduled workloads for the translation team, ensuring balanced task allocation and on-time delivery across EMEA markets.
- Coordinated workflows between internal teams and external language vendors, resolving translation queries efficiently.
- Performed quality assurance checks on translated materials, ensuring accuracy, tone, and compliance with market-specific guidelines.

- Supported content rollout across digital, e-commerce, and promotional platforms, contributing to a consistent regional customer experience.
- Maintained translation status and version control within content management systems.

JUNE 2019 – SEPTEMBER 2021

**Portuguese Translator and Communications Support | Claire's Accessories**

- Translated, proofread, and localised marketing and digital content for the Portuguese market, maintaining brand tone and messaging.
- Adapted global campaigns for regional audiences, ensuring cultural relevance and consistency.
- Worked with **SDL Trados** and **Adobe InDesign** to edit multilingual assets while preserving layout and formatting.
- Maintained terminology databases and translation memory tools to support long-term brand consistency.

FEBRUARY 2019 – JUNE 2019

**Production Trainer | Red Bee Media**

- Delivered onboarding and operational training for broadcast operations staff, ensuring compliance with internal workflows and industry standards.
- Collaborated with the Production Training team to review and improve end-to-end workflows across ingest, playout, and media management.
- Conducted workflow simulations to identify inefficiencies, contributing to updated SOPs and process improvements.
- Promoted a culture of quality control and broadcast compliance aligned with Ofcom and client requirements.

NOVEMBER 2016 – FEBRUARY 2019

**Listings Writer | Red Bee Media**

- Created and edited programme listings, synopses, and metadata for linear and non-linear platforms including EPGs, VOD, and digital services.
- Localised content for Portuguese audiences while maintaining editorial quality and compliance with broadcaster style guides.
- Researched and verified scheduling and contextual information to enhance metadata quality and viewer engagement.
- Acted as a link between editorial, scheduling, and technical teams to support accurate and timely content delivery.

MAY 2017 – JUNE 2019

**Videographer | Freelance**

- Filmed and edited short-form video content for live events, conferences, and corporate projects across London.
- Managed production end-to-end, including filming, sound, and post-production.
- Edited content using **Adobe Premiere Pro**, delivering to tight deadlines.
- Worked directly with clients to capture key messaging and align visuals with project objectives.

UNTIL 2016

**Language Teacher | Portugal**

**Certifications**

Mental Health First Aider (MHFA England)

### **Technical Tools**

Broadcast & Media Management: **Mediator, iMediaFlex, MediaNet, VPMS, MediaLogger, Disco**

Scheduling & Traffic: **WhatsON, IBMS, Provys, Distribute**

Data & Workflow Tools: **Tableau, Airtable**

Editing: **Premiere Pro**

## **Education**

### **Post-graduation - Multimedia Communication and Digital Audiovisual**

University of Aveiro, Portugal

### **Post-graduation - Documentary Filmmaking**

Escuela de Cine de Barcelona, Spain

### **BA - Languages, Literature and Culture - English and German Studies**

Faculty of Arts of the University of Porto, Portugal