

# MOLLY WOODBRIDGE

[mollywoodbridge.com](http://mollywoodbridge.com) | [linkedin.com/in/mollywoodbridge](https://www.linkedin.com/in/mollywoodbridge) | [youtube.com/@mollywoodbridge6179](https://www.youtube.com/@mollywoodbridge6179)  
*AI Evaluation · Rubric Design · Creative Writing · Visual & Narrative QC | Dallas–Fort Worth Metroplex*

## AI EVALUATION & CREATIVE SYSTEMS SPECIALIST

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Creative systems and AI-evaluation specialist with 15+ years across national television, city government, and nonprofit organizations. Former Writer/Director/Producer at Starz and Digital Communications Manager for the City of Fort Worth, recently drove board operations and reporting systems for Arts Fort Worth.

Blends narrative craft with analytical rigor, defines what “good” looks like and builds systems to measure it. Designs rubrics, criteria, and review structures that cut revision cycles and raise alignment. Heavy daily AI-tool user skilled in testing, critiquing, and refining outputs for clarity, tone, pacing, and structural coherence.

*Seeking evaluation and training work in visual and narrative work, quality-focused domains.*

## CORE STRENGTHS

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Story + System Hybrid • AI Evaluation Mindset • Rubric & Criteria Design • Annotation Accuracy & Consistency • Tone & Risk Sensitivity • Cross-Functional Translation • Workflow Improvement • Narrative Clarity & Structure

## RELEVANT AI & EVALUATION PROFILE

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- Daily AI-tool use for drafting, critiquing, refining, and testing outputs across Claude, ChatGPT, and Gemini
- Designs and applies rubrics for clarity, tone, structural alignment and production flow ease
- Creative writing, rewriting, and upgrading LLM responses to reference-standard quality
- Video captioning: reviewing and correcting outputs for accuracy, timing, and accessibility compliance
- Comfortable following detailed guidelines and documenting scoring rationale
- Strong pattern recognition from reviewing scripts, promos, leadership communications, and board materials

## PROFESSIONAL EXPERIENCE

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### AI Evaluation Specialist

DataAnnotation, Mercor, Alignerr | Remote | 2024–Present

- Rating, rewriting, and benchmarking LLM responses against detailed rubrics. Creating reference-standard responses for model training. Advancing to higher-judgment, higher-complexity evaluation projects.
- Creative writing and rewriting: transforming baseline AI outputs into polished, high-quality responses across tone, structure, accuracy, and audience fit.
- Video captioning: reviewing and correcting auto-generated captions for accuracy, timing, grammar, and accessibility standards.
- Rubric-based scoring, decision frameworks, and multi-perspective review applied to content quality, job analysis, and organizational problem-solving.
- Daily production use of Claude, ChatGPT, and Gemini across evaluation, systems design, and content workflows.

### Executive & Board Operations Specialist (Executive Assistant)

Arts Fort Worth | 2023–2026

- Designed standardized board metrics and Executive Director Standing Report structure.
- Built structured Excel data tables for attendance, tenure, giving, and engagement.
- Defined dashboard requirements and acceptance checks for future BI use.
- Serve as translation layer between leadership, board members, staff, and vendors.

### Digital Communications Manager

City of Fort Worth | 2022

- Produced city-service explainer videos and digital content with clarity and public-trust considerations.
- Refined scripts and visual content for accuracy, accessibility, and tone alignment.
- Collaborated across departments to ensure non-alarmist, equity-aligned messaging.

### Marketing & Communications Manager

Women’s Policy Forum of Tarrant County | 2021–2023

- Managed messaging and storytelling for civic and policy audiences.
- Edited scripts, presentations, and outreach materials for clarity and inclusivity.
- Increased engagement through consistent voice and structured communication plans.
- Switched to member/volunteer status in August 2023.

### **Event & Program Coordinator / Live Program Producer**

**Rotary Club of Fort Worth** | 2017–2019

- Produced weekly live-format programs featuring civic and business leaders.
- Managed timing, pacing, A/V, staging, and run-of-show elements.
- Balanced tone, clarity, and engagement across educational programming.

### **Writer / Director / Producer, Creative Services**

**Starz Entertainment** | 2006–2011

- Developed and directed promos across 12 national channels end to end production for a scaling media company during unprecedented growth and reorganizations.
- Evaluated cuts against goals, audience needs, and clarity criteria. Shot-level description such as framing, camera movement, lighting, composition when needed.
- Evaluated scripts and cuts for narrative clarity, pacing, tone, and continuity.
- Delivered high-volume creative assets under tight deadlines.
- Produced A-list talent interviews and promotional packages.

### **Promotion Scheduler / PA / Associate Producer**

**Starz Entertainment** | 1999–2005

- Trafficked and reviewed promo assets across multiple channels.
- Provided detail-focused review of continuity, pacing, compliance, and graphics.
- Built strong annotation and version-tracking habits.

### **Project Manager / Producer (Freelance)**

**mollywoodbridge.com** | 2009–2012

- Led video and content projects from concept through delivery.

### **VOLUNTEER EXPERIENCE**

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White Settlement ISD (Current) | Fort Worth ISD (2017–2024) | Women’s Policy Forum (2023–2025) | Make-A-Wish Foundation (2004–2011) | Catholic Charities (2000–2002)

### **EDUCATION**

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#### **B.A., Communications, Media Management (Marketing Emphasis)**

*University of Colorado at Colorado Springs*

### **TOOLS & SYSTEMS**

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iMovie • Final Cut Pro, Avid, DaVinci Resolve (working knowledge) • AP Style • YouTube Studio • Excel • SharePoint • Google Drive • Basecamp • Slack • Teams • Tableau (basic) • AI tools for drafting, reviewing, and evaluation