

caroline maltais trewet



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education

Northwestern College

BA, theatre 2017

Featured Junior Scholar, 2017

Outstanding Artist, 2017

Stagecraft Institute of Las Vegas

Certificate, stagecraft 2016

Excellence in Programming, 2016

skills

(hard)

• Video Editing • File Management •
2D Animation • Motion Graphics •
Videography/Photography • Lighting •
Stagehand • Improv and Film Acting •

(soft)

• Troubleshooting • Journalism •
Management • Customer Service • Multi-
tasking • Digital Communication •
Knowing what to Google •

software

• Adobe CC (After Effects, Premiere,
Photoshop, Illustrator) • Final Cut Pro •
Shotgrid • Microsoft Office • Apple Suite •
Google Drive • Mac and PC proficient •
Dropbox • Basecamp • Smartsheet •
Boords • Harvest • File Maker Pro •

ANIMATION PRODUCER

ideaMACHINE Studios
MAY 2021 - JAN 2022

- Researched, wrote, and produced short form 2D and 3D animated content for a diverse client base. Also served as video editor and sound designer on projects.
- Managed, tracked, and advocated for budgets. Monitored and communicated key financial milestones and brainstormed work-arounds for budgetary constraints.
- Supervised teams of artists, led creative teams, and oversaw client accounts.
- Implemented and maintained file management structures and project pipelines.
- Liaised between client and creative team. Ensured desired quality and style of project was met within the parameters of the schedule and budget.
- Assisted CEO in launching high-end animation brands: *Waterbear Cartoons* and *hour*.

Projects: Facebook NWI 2021 Sizzle Reel, Pfizer: Understanding mRNA, Rhode Island Lottery Regional Commercial, Amazon Web Services: Putting People First Conference

VIDEO & TECHNOLOGY SPECIALIST

Brooklyn Heights Synagogue Preschool
MAY 2019 - MAY 2021

- Led, inspired, and innovated distance learning initiatives during city-wide lock down.
- Built, and implemented systems for media management, Zoom curriculums, and digital community engagement while programs were hybrid or entirely remote.
- Created short form videos, motion graphics, and music videos to engage young learners in vibrant digital education that rivaled in person learning.
- Managed digital assets from all online classes. Ensured file management structures were adhered to. Liaised between administrators, teachers, and parents on expectations and general feedback about digital curriculum and experiences.
- Provided tech support, hand-holding, and light therapy for less tech-savvy staff members both remotely and in the classroom.

VIDEO PROGRAMMER & LIGHTING DIRECTOR

TED
AUG 2017 - DEC 2019

- Consulted on, coordinated, and implemented the hardware system for live stream capabilities and international audience integration, called the Global Wall, for the in-house event space at the TED Global Theatre in New York City.
- Mastered proprietary software to integrate virtual audiences into live events, as well as communicate with virtual guests 'behind the scenes' as tech support.
- Programmed lighting console for events and film shoots. Curated vibrant and dynamic lighting in the theatre space in accordance with broadcast standards. Maintained the spaces lighting and video equipment.

DESIGN ASSISTANT

upLIGHT
AUG 2017 - DEC 2019

- Assisted Principal Designers on various ongoing and ad hoc projects. Provided general administrative support, including anticipating and fulfilling needs; ensuring the timely completion and delivery of assets and paperwork;
- Served as in-house video editor, motion graphics designer, photo editor as needed. Researched design strategies and styles for creative briefs and pitches.
- Represented the company to potential clients at networking events. Liaised between clients, vendors, and partners. Acted as company face onsite.

Projects: Patriot Act with Hasan Minaj, Rocktopia on Broadway, Tiffany and Co. Flagship Store Holiday Lights, Standing Wave (Washington, DC), Sensing Change (Chicago)

interests

Former Ballroom Dance instructor. Sailed many a maiden voyage in kayaks and canoes all around western Iowa. Has taken aviation lessons. Doodler. Flautist. Film photographer. New York Yankees Fanatic. Aspires to one day be a 'hat person.'