

# CAROLINE NEAD

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Production Assistant • Production Coordinator

## EXPERIENCE

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*Los Angeles, CA*

### **NBC/TV Show: "Trial & Error"**

*Production Assistant*

Assisting with set lock-ups between tram tours, Going on runs for the 1st AD, Assisting principal actors, Assisting crew with food orders.

### **Funny or Die Web Series: "Tween Fest"**

*Production Assistant*

Coordinating background actors, Coordinated craft services, Helped organize paperwork, Approving costume of background, Driving transport vehicle, Assisting principal actors, Walkie talkie relay.

### **Disney Interactive: "Babble" Snapchat**

*Set Production Assistant*

Prop runs, Coordinated craft services, Helping organize paperwork, Assisting actors, Helping with setups and breakdowns, Keeping track of time.

### **FEATURE: "The Bye Bye Man"**

*Set Production Assistant*

Keeping track of time, Made script sides, Coordinating dinner orders, Set lock-ups, Organizing walkie talkies, Assisting actors.

### **BuzzFeed**

*Video Intern*

Produced and made videos start to finish, Production design, Hired outside cast, Budgeted shoots, Crowd control during live shoots, Researched trending topics, Prop runs, Casting (casted within), Set up shooting schedules, Pulling selects from dailies, Three point lighting, Shoot support, Audio support (H6N, Lavs, H4N, Boom), Advanced lighting set ups, Plureleyes + synced sound, Sound design, Guerilla street shooting style.

*Savannah, GA*

### **Ocean Exchange Film Internship Program**

*Producer*

Produced 10 two minute short videos in two months, Coordinated craft services, Coordinated with crew members, Oversaw location agreements, Set design, Prop runs, Coordinated two directors' visions, Organized Google files.

*New Orleans, LA*

### **"Delta Justice: Islenos Trappers' War"**

*Production Assistant*

DIT: RED, Crowd control with extras and onlookers, Set design, Prop runs, PA on Camera crew, Props, Organized digital files.

### **"Nutria: The Other White Meat"**

*Producer, Director & Co-Writer*

Produced 7 minute short film, Interview and communication skills with interviewees, Researched in-depth topic, Hired transcribers, Oversaw animators and animations to keep vision consistent, Script writing, Oversaw every aspect of production, Budgeted for a cross country road trip, Coordinated with Audubon Zoo,

### **PBS WYES - TV New Orleans**

*Internship/Production Assistant*

Timed live shows, Assisted with Chyron, Familiarized with Beta tapes and footage, Organized important papers, On-site documentary skills, Organized tape room, Prop runs, Transcribed footage into tv scripts from xdcam footage, produced mini segments, Learned how to segment live shows, edited segments, Learned how to organize off-site interviews, Educated in key question skills.

## SKILLS

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### **CAMERAS:**

DSLR  
RED  
GH4  
GOPRO

### **DOLLIES & JIBS:**

J. L. Fisher 11 Dolly  
Chapman Dolly  
Panther Evo  
Panther Evo Plus  
Vario Jib  
E-Z Jib

### **SOFTWARE:**

MM Budgeting and Scheduling  
Adobe Creative Suites  
Google Calendar/iCal  
Microsoft Office  
Google Drive  
Dropbox  
FCP 7

### **HARDWARE:**

PC & Mac Platforms  
Chyron Machine  
DIT

### **ADDITIONAL SKILLS:**

Technologically Savvy  
Communication  
Research  
Set Design  
Props

## AWARDS

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**2015**

Official Selection

*Apalachicola Riverfront Film Festival*

Third Place Winner - Emerging Filmmakers

*Grey's Reef Ocean Film Festival*

Official Selection - Emerging Filmmakers

*Grey's Reef Ocean Film Festival*

**2014**

Best Documentary Award

*SCADemy Awards*

Official Selection

*Animal Film Festival*

**2013**

Official Selection - Emerging Filmmakers

*Gray's Reef Ocean Film Festival*

Short Film Official Selection

*Savannah Film Festival*

Blue Gallery Art Exhibition

*Study Abroad Exhibition (Lacoste, France)*

## EDUCATION

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### **B. F. A. Film and Television**

**Savannah College of Art and Design (SCAD)**

*Fall 2010-Spring 2014*

**SCAD Lacoste** (Lacoste, France)

*Summer 2013*

*References Upon Request*