






# CAROLINE NEAD

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Production Assistant • Production Coordinator

## EXPERIENCE

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Los Angeles, CA

### Framestore

Runner

Assisting with front of house needs, Welcoming clients, Organizing data drives, Transporting drives back to client, Handling vault needs in MCR.

### 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 with crew members, Oversaw location agreements, Set design, Prop runs, Coordinated two directors' visions.

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  
CETA

### 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

Gray's Reef Ocean Film Festival

Official Selection - Emerging Filmmakers

Gray'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