

caroline maltais trewet

Executive Producer specializing in digital, experiential, and post-production. Managing over \$8M per year, I lead teams, wrangle scopes, and keep clients confident in the work. Equal parts producer, problem-solver, budget whisperer, and creative enabler.



You can call me. **Caro.**



brooklyn, ny



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www.carolinetrewet.com

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

expertise

• Experiential • Digital • Social •
Animation • Post • Photo •

• Adobe CC Fluent • Figma •
Microsoft Office • Apple Suite •
Google Suite • Mac and PC proficient
• Airtable • Smartsheet • Workfront •
Knowing what to Google •

• Client management • Asset tracking
and file organization • Interagency
coordination • Scope and project
management •

EXECUTIVE PRODUCER

Sr. Producer APR 2024 - MAR 2026 / Producer NOV 2022 - APR 2024

Code & Theory

NOV 2022 - Present

- Manage and grow multi-million-dollar scopes of work, including forecasting, resourcing, vendor management, and risk mitigation. Scaling the Amazon Ads account 3x over three years, expanding creative complexity and production footprint.
- Lead end-to-end production across experiential, digital, live events, campaign, social, and 2D/3D animation projects, owning scope from planning through delivery.
- Serve as primary account contact, translating business objectives into scalable production strategies that balance creative ambition, timelines, and budgets.
- Drive cross-functional teams and third-party vendors with clarity and a strong sense of creative integrity, ensuring alignment, accountability, and high-quality execution.
- Design and implement flexible production and resourcing workflows for complex, high-stakes projects in a fast-paced agency environment.

Clients: Amazon Ads, Citadel, Diageo, ConEdison, Prologis, Thomson Reuters, Tipico

ANIMATION PRODUCER

Mr. Wonderful

FEB 2022 - NOV 2022

- Led and managed post production (with emphasis on GFX) for short form video content intended for digital, social, and broadcast platforms alike.
- Implemented and maintained file organization structures and production pipelines for general post production as well as 2D and 3D animation.
- Liaised and translated between client and creative team. Understood and managed expectations amongst parties. Created and conveyed clear action plans.

Clients: Pro Fighters League, ESPN, NBCSports, RoomsToGo, Sonic, Blue Buffalo

CREATIVE PRODUCER

ideaMACHINE Studios

MAY 2021 - JAN 2022

- Researched, wrote, and produced short form 2D and 3D animated content for a diverse client base. 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 multiple client accounts.

Clients: Meta, Pfizer, Rhode Island Lottery, Amazon Web Services, Coach, Assa Abloy

TECHNICAL PRODUCER & 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.

OPERATIONS & DESIGN ASSISTANT

upLIGHT

AUG 2017 - DEC 2019

- Assisted Principal Designers on experiential and industrial projects. Provided general administrative and operations support, ensuring completion and delivery of assets.

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

interests

Former ballroom dance instructor. Cinema enthusiast. Previously, a pilot. Film photographer. New York Yankees & WNBA fanatic. Aspires to one day be a 'hat person.'