

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 •
AI tool integration • Motion Graphics •
Videography/Photography • Lighting •
Stagehand • Improv and Film Acting •

(soft)

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

software

• Adobe CC (After Effects, Premiere,
Photoshop, Illustrator) • Figma •
Midjourney • Microsoft Office • Apple
Suite • Google Drive • Mac and PC
proficient • Airtable • Runway •
Smartsheet • Dropbox • WorkFront •

SENIOR PRODUCER

Producer from Nov 2022 - April 2024

- Produce a diverse project portfolio of campaign, 2D and 3D animation, social, and live event work from scoping through delivery. Leading internal, external, and third party teams with clarity and a strong sense of creative integrity.
- Partner closely with clients to translate their goals into smart, scalable production plans that balance ambitious creative with real-world constraints. Responsibly build and manage multi-million budgets and scopes of work.
- Create and implement holistic production processes for unique projects. Flexibly adapting workflows to suit changing priorities, requests, and timelines.
- Cultivate a sense of positivity and ambition among teams and colleagues alike.
- Source, contract, and manage third party vendors for specific production needs.
- Fashionably wear any and all hats needed per unique project requirements.

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

PRODUCER

Mr. Wonderful

Feb 2022 - NOV 2022

- Led and managed post production (with emphasis on GFX) for short form video content intended for digital and broadcast platforms alike.
- Curated and advocated for healthy schedules and budgets per client needs and team's resources.
- 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. Create and convey clear action plans.

Clients: ESPN, NBC, Kohls, Sonic, UFC, Pro Fighters League, Rooms To Go

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.
- Assisted CEO in launching high-end animation brands: *Waterbear Cartoons* and *hovr*.

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

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.
- Programmed lighting and video consoles for events and film shoots. Curated vibrant and dynamic settings in the theatre space in accordance with broadcast standards.

DESIGN ASSISTANT

upLIGHT

AUG 2017 - DEC 2019

- Assisted Principal Designers on ongoing and ad hoc projects. Provided general administrative support, ensuring completion and delivery of assets and paperwork.
- Served as in-house video editor, motion graphics designer, photo editor as needed.

Projects: Patriot Act with Hasan Minaj, Rocktopia on Broadway, Tiffany and Co. Flagship

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.'