

CAROLINE PACE

Digital Media Producer, Screenwriter, and Assistant

@ carolinepacefilms@gmail.com www.carolinepace.com Los Angeles, CA/ New York, NY



EXPERIENCE

Production Secretary

Comedy Central, Picturestart 08/2022 - Ongoing New York, NY

Awkwafina is Nora From Queens S3, Sweethearts

- Handled and distributed important paperwork to crews upwards of 400 people, both physically and digitally
- Demonstrated strong leadership skills and collaboration

Office Production Assistant

NBC, Showtime, Disney 06/2021 - Ongoing New York, NY

As They Made Us, FBI: Most Wanted S3, City On A Hill S3, Godfather of Harlem

- Navigated software such as Scenechronize, Caset, and Adobe Photoshop
- Handled and distributed important paperwork to crews upwards of 400 people, both physically and digitally

Digital Media Producer

Cooper Smith Productions, LLC 05/2020 - 05/2021 Nashville, TN

- Oversaw project development for 50+ pieces, including music videos, narrative shorts, photoshoots, and commercials
- Negotiated sales contracts, finalized paperwork, and accepted payments
- Wrote and edited scenes, treatments, and scripts

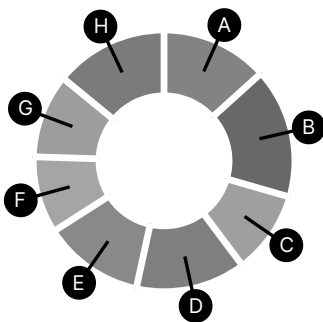
Personal Assistant+Driver

Dianna Agron, Bridget Berger, Michele Giordano 2021 New York, NY

Personal & Temporary Assistants to actresses and producers.

- Scheduled meetings around personal commitments
- Handled communication between agents, drivers, and managers
- Drove the represented party to and from locations

SKILLS



- A Video Production
- B Screenwriting
- C Adobe Creative Cloud
- D Communication/Collaboration
- E Scenechronize
- F Microsoft Office
- G Caset
- H Organization

EDUCATION

B.F.A. Motion Pictures

Belmont University 2016 - 2020 Nashville, TN

- Completed coursework in Directing, Production, Film Marketing & Distribution, Screenwriting (For TV and Feature Length), and Editing (Avid Media Composer)
- Successfully led key departments in over 20 student short films.
- Achieved the Dean's List
- Belmont became a top 40 film school as reported by Variety Magazine in 2018.

ACHIEVEMENTS



Just Conversations: Nashville Reads "How To Be an Anti-Racist"

Produced a video series alongside the Human Relations Department of The Metropolitan Government of Nashville about discrimination



Successful Crowdfunding Campaigns

Successfully crowdfunded over \$15,000 for multiple independent projects via social media campaigns.



Filmapalooza 2021

Participated in Filmapalooza 2021. "Widow Me This" wins first runner up for the "Audience Choice Award" at the world's largest short film competition.

AWARDS



2020 Nashville 48 Hour Film Festival

"Best Art Direction", "Best Screenplay", "Best Directing", "Best Editing", "Best Sound Design", "Best Use of Line", and "Best Overall Film" for *Widow Me This*



2021 Paris Short Film Festival

"Official Selection", "Best Costume Design" for *Deadpan!*



2022 Hollywood Horror Bowl

Winner of 11 awards including "Best Film", "Best Screenplay", and "Best Cinematography" for *Frat Splat*



2019 NorCal FilmFest

"Best Student Short" for *Prom Posers*



2020 Four Points Film Festival

"Best Editing" and "Best Costume Design" for *Deadpan!*